DURANGO

SBA payroll

REFERENCE MANUAL

100334-001

02/01/79

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02/01/79

100334-001

P A Y R O L L

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SMALL BUSINESS APPLICATION

PAYROLL

Introduction

The Payroll programs perform three basic functions:

- Creation and Maintenance of Employee Master File and Auxiliary Files
- Entry of Pay Data and Updating of the Master File with Pay Data Entered
- Printing of Payroll Reports and Checks

The Payroll module will accommodate a combination of pay periods of any frequency whether daily, weekly, bi-monthly, monthly, semi-monthly or quarterly.

Features & Functions

Period Processing

- Payroll Time Entry and Editing
- Printing Payroll Edit List
- Computation of Payroll Data
- Payroll Check Printing
- Printing Payroll Register
- Printing Deduction Register
- Printing Payroll Check Register
- Printing Savings Bond Register
- Printing Payroll Distribution Report
- Printing Payroll History Report
- Printing Review Report
- Printing Overtime and Sick Pay Report
- Printing Quarterly Report
- Printing Year End W-2 Forms

On-request Processing

- Entry and Editing of Manual Payroll Transactions
- Printing Manual Payroll Edit List
- Printing Manual Payroll Register
- Add or Change Data in Payroll Control File
- Add, Change, or Delete Data in Deductions/ Earnings Code File
- Add, Change, or Delete Data in Employee Master File
- Listing Employee Master File Data
- Alphabetic Listing of Employee Master File
- Listing of Deductions/Earnings Code File

Procedures

When the user initializes the Durango F-85 system for Payroll processing, the Master Menu will be displayed. The user then selects the number of the procedure desired. When processing Payroll the selection normally follows the sequence as listed below beginning with Payroll Time Entry and Editing through the Payroll Distribution Report. The remainder of the procedures may be run on request with the exception of the Quarterly Report and the W-2 forms.

The following includes a brief description of each procedure and the available options:

1. DEDUCTION AND EARNINGS CODE FILE MAINTENANCE

   The addition, modification, and deletion of deduction and earnings codes is provided by this procedure. Screen display of individual codes is also provided, as well as, printed listings of the contents of the code file.

2. EMPLOYEE FILE MAINTENANCE

   This program is used to add, change, display, and print information held in the Employee Master File. The Employee Master File contains extensive information about each employee including salary/rates, department, exemption codes, deduction data, month-to-date, quarter-to-date, and year-to-date totals.

3. PAYROLL TIME ENTRY AND EDITING

   The entry of information which is used to calculate the payroll is performed by this procedure. The main program prompts the operator for the individual employee number and their associated hours worked and distribution data. This procedure also provides for the maintenance, inquiry, deletion, and edit list printing of the employee pay data.

4. CALCULATE PAYROLL

   This procedure is selected after the Payroll Time Entry and Editing has been performed. The program prompts the operator for the period deduction frequency codes, then automatically performs the calculations. Following this, the Payroll Register and Deduction Register are automatically produced.

5. PRINT PAYROLL CHECKS

   After the payroll calculations have been completed the payroll checks are printed by selecting this procedure. The program prompts the operator for the starting check number, check date and employee number range. After check alignment has been made the checks are printed automatically. If any errors occur during the printing, the checks may be printed again.

   Following the check printing, the system automatically generates the Payroll Check Register and Savings Bond Register, and the appropriate files are updated with the new payroll data.

6. MANUAL PAYROLL TRANSACTION ENTRY AND EDITING

This procedure is used to make entries directly against the Employee file without going through any payroll calculation or check printing. An audit trail in the form of the Manual Payroll Transaction Register is produced, listing all changes.

7. PRINT PAYROLL DISTRIBUTION REPORT

This procedure produces the Payroll Distribution Report for a selected period. The report lists by account number, the pay period data and debit and credit amounts.

8. PRINT PAYROLL HISTORY REPORT

This program, which is run on request, prints a report by employee, listing pay period data for a specified date range and employee number range.

9. PRINT REVIEW REPORT

This procedure generates a listing by employee of employee data such as hire date, last raise date, review date, department, and pay information helpful for management in review planning. The report may be run on request for all or selected employees.

10. PRINT OVERTIME AND SICK PAY REPORT

The report generated by this program lists, for all employees, the month-to-date, quarter-to-date, and year-to-date sick hours, sick pay, and overtime hours.

11. PRINT QUARTERLY REPORT

This procedure prints the Quarterly Report of employee earnings required for government reporting.

12. PRINT YEAR END W-2 FORMS

Individual employee W-2 forms are generated by this program. The forms are produced for all existing employees and all terminated employees.

13. Clear MTD, QTD, and/or YTD.

SECTION II

PAYROLL

OPERATOR INSTRUCTIONS

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INSTALLATION INSTRUCTIONS

P / R

D-BASIC
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When the Payroll system is installed for the first time, an initialization procedure is necessary. This procedure establishes the data base from which all payroll programs operate.

The following procedure outlines the initialization sequence.

1. Insert the Payroll System diskette into drive 0, and a formatted Payroll Data diskette into drive 1. Close diskette drive doors gently.

2. Simultaneously depress the LOAD and CODE keys. This loads the DX-85 Operating System into memory.

3. DX-85 "signs on" with:

   DX-85 VER XXX-nnK

   where "XXX" is the number of the latest version and "nn" is the system's memory size in thousands of bytes. The system then prompts:

   ENTER DATE MMDDYY

   The operator then types the data in the format shown where MM is the month, DD is the day, and YY is the last two digits of the current year.

4. DX-85 then prompts:

   ENTER TIME HHMM (24 hour clock)

   The current time is then entered in the format shown (i.e., 0835) followed by a "RETURN". 24 hour clock is used (i.e., 1400 = 2:00 p.m.).

5. DX-85 then automatically displays:

   LGO:PRMENU

6. Following the display above, the Master Payroll Menu automatically displays:

```
PAYROLL                RELEASE VERSION

PLEASE SELECT APPLICATION    .

 1. DEDUCTION/EARNINGS CODE FILE MAINTENANCE
 2. EMPLOYEE FILE MAINTENANCE
 3. PAYROLL TIME ENTRY AND EDITING
 4. CALCULATE PAYROLL
 5. PRINT PAYROLL CHECKS
 6. MANUAL PAYROLL TRX ENTRY AND EDITING
 7. PRINT PAYROLL DISTRIBUTION REPORT
 8. PRINT PAYROLL HISTORY REPORT
 9. PRINT REVIEW REPORT
10. PRINT OVERTIME & SICK PAY REPORT
11. PRINT QUARTERLY REPORT
12. PRINT YEAR END W-2 FORMS
13. CLEAR MTD, AND/OR QTD, AND/OR YTD
14. BACKUP PAYROLL DATA DISKETTE
15. INITIALIZE P/R SYSTEM
```

Before the system becomes operational, three major steps must first be performed:

-Initializing the Payroll System, (Master Menu item #15)
-Building the Deduction and Earning Codes File, (Master Menu #1) and
-Building the Employee Master File. (Master Menu #2)

This builds the data base on which the system is run. These programs must be entered in the order listed above and run one after another without interruption.

These programs are self prompting and are initiated by responding with their respective Master Menu number in the "PLEASE SELECT APPLICATION" position.

Refer to the respective OPERATOR INSTRUCTIONS in this section.

1. Always end a field or an answer by typing the "RETURN" key.

2. The "DELETE" key erases the last character displayed on the screen.

3. To erase a complete field (before you have ended it), depress the "CANCEL" key. This erases the entire field.

4. To abort a record at any point during data entry, simultaneously depress the "CODE" key and the "CANCEL" key. This causes a message to appear at the bottom of the screen indicating that the record has not been processed; the screen is then cleared so that you can start over.

5. Optional fields (fields not required) may be skipped by typing "RETURN". This set numeric fields equal to zero, and alphanumeric fields to blanks. An asterisk before a field means no changes can be made to that field.

6. Default fields (fields where the value is the same for all records being entered) may be defaulted to the last value entered in the field by typing "RETURN". The computer will always display the default value. A new value may be entered into a default field at any time. Just treat it as regular field. Default fields are always indicated in the Operator Instructions for a specific program you are running.

   In many cases, a default "RETURN" may also be used to answer "Y" or "N" as appropriate. And "RETURN" may be typed as the "STARTING #" when the starting and ending numbers are requested for certain print programs. This causes "ALL" to be printed.

7. Enter all DATES in the format MMDDYY (six digits, no slashes). The computer automatically re-displays the date entered in the display format: MM/DD/YY (that is, with the slashes). The computer also checks to make sure that the month entered is valid (1-12), as well as the day (1-31) and the year (0-99).

8. All decimal points are automatically supplied by the computer. Never type a decimal point, comma, or a dollar sign when entering numeric or dollar data. Always enter all digits to the right of the decimal point, even if these digits are zero. For example, to enter ten dollars, type "1000". The computer automatically re-displays "10.00".

9. In most cases, "END" can be typed in the first field on the screen and processing proceeds to the next action or end, whichever is programmed to occur.

10. There are several types of errors which can be made while entering data on the screen. For instance, you may enter alphabetic characters into a field which is supposed to be only numeric. Or you may enter too many characters into a field, or enter a minus sign into a field which must be positive. In all cases, the computer will catch the error immediately and display a message at the bottom of the screen instructing you how to recover easily. If your error is not immediately apparent to you, consult your Operator Instructions for the specific program you are running.

D-BASIC
Release: 001
Date: 02/01/79

Master Menu
Page 1 of 1

Illustrated below is the Payroll Master Menu from which all activity is selected.

```
PAYROLL                RELEASE VERSION

PLEASE SELECT APPLICATION   .

 1. DEDUCTION/EARNINGS CODE FILE MAINTENANCE
 2. EMPLOYEE FILE MAINTENANCE
 3. PAYROLL TIME ENTRY AND EDITING
 4. CALCULATE PAYROLL
 5. PRINT PAYROLL CHECKS
 6. MANUAL PAYROLL TRX ENTRY AND EDITING
 7. PRINT PAYROLL DISTRIBUTION REPORT
 8. PRINT PAYROLL HISTORY REPORT
 9. PRINT REVIEW REPORT
10. PRINT OVERTIME & SICK PAY REPORT
11. PRINT QUARTERLY REPORT
12. PRINT YEAR END W-2 FORMS
13. CLEAR MTD, AND/OR QTD, AND/OR YTD
14. BACKUP PAYROLL DATA DISKETTE
15. INITIALIZE P/R SYSTEM
```

1. Select the application desired.

2. Valid entries are numeric characters 1 through 15.

3. Items 3-5, & 7 are commonly used once per pay period; Item #14 should be used at the end of every day; 1, 2, 6, 9 10 and 13 are usually used monthly or only when required; 11 is used quarterly; 12 is used yearly. "INITIALIZE P/R SYSTEM"; Item #15, is run only once at the time of initial installation and must be run before any other items on the menu become operational.

ITEM #1 - DEDUCTION AND EARNING CODE FILE MAINTENANCE

This program provides the facility to add, change or delete pay deductions or earnings from this file.

This file contains pay deductions and earnings, other than wages or taxes that are included in the Payroll Control file. Each deduction or earning is assigned a unique one-digit code and a general ledger account number to which it is posted.

In the Employee Master File, those deductions regularly taken (weekly, monthly, etc.) may be entered directly into the employee's permanent file. The computer takes these deductions automatically. Regular deductions often include insurance, union dues, uniforms, etc.

Other deductions or earnings that occur randomly may be entered when the employees' time is entered. This temporary deduction or earning is for that pay period only. Common temporary deductions or earnings may include bonus, commission, or petty cash advances.

A print program allows a list of these deductions and earnings with a description, type of deduction/earning, and the general ledger number assigned to it.

The deduction/earning codes main menu is illustrated below.

```
        DEDUCTION AND EARNING CODES FILE MAINTENANCE


     PLEASE SELECT APPLICATION  .

                    1. ADD NEW CODES

                    2. CHANGE/INQUIRE CODES

                    3. DELETE CODES

                    4. PRINT OUT CODES
```

To end the process, type "END" in the "PLEASE SELECT APPLICATION" position. The Payroll Master Menu is then returned to and displayed.

D-BASIC
Release: 001
Date: 02/01/79

This program is used to add new deduction/earning codes:

```
DEDUCTION AND EARNING CODES FILE MAINTENANCE- ADD


        1. CODE

        2. DESCRIPTION

        3. TYPE

        4. G/L ACCT #
```

1. Deduction/Earning Code - Required. A maximum of one character must be entered.

2. Description - Optional. 1-7 characters can be entered. Description appears on check.

3. Code Type - Required. "D", "E" or "N" must be entered.

   D = Deduction will be deducted from employee's earnings.

   E = Taxable earnings - will be added to the employee's gross wages.

   N = Non-taxable Earnings - will be added to the employee's net wages (after tax).

4. General Ledger Account Number - Required. The operator enters 3 or 4 numeric characters, followed by a "RETURN", and then 1 to 3 more numeric characters (i.e., nnnn-nnn or nnn-nn).

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If "Y" the program prompts, "WHAT #". A number from 1 to 4 is valid. You will then be positioned to that item on the screen. After making the change, the screen will continue to ask "ANY CHANGE?" until the answer is "N". Defaults to "N" on "RETURN".

To end the add program, type "END" in the "CODE" position.

D-BASIC
Release: 001
Date: 02/01/79

Deduction and Earning Code File Maintenance
Change/Inquire

This program allows inquiry from the Deduction/Earning Code File, displays current information on the screen, and provides the ability to make changes.

1. The screen asks for the code. Current information is displayed.

2. The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If "Y" the program prompts, "WHAT #". A number from 1 to 4 is valid. You will then be positioned to that item on the screen. After making the change, the screen will continue to ask "ANY CHANGE?" until the answer is "N". Defaults to "N" on "RETURN".

3. The procedure is repeated until the operator types "END" in the code position. Screen returns to Deduction/Earning Code Menu.

D-BASIC
Release: 001
Date: 02/01/79

Deduction and Earning Code File Maintenance
Delete

This program is used to delete codes.

1. After entering the code, the screen displays current information.

2. The screen asks "RIGHT CODE?". A "Y" (Yes) answer deletes that code. The program then inquires for another code. A "N" (No) answer does not delete the code and repositions to ask for another code. Defaults to "N" on "RETURN".

3. Type "END" in the "CODE" position to end procedure. Screen returns to Deduction/Earning Code Menu.

D-BASIC
Release: 001
Date: 02/01/79

Deduction and Earning Code File Maintenance
Print Out

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This program provides a listing of all codes sorted first numerically, then alphabetically.

The screen displays "PRINTING AND PROCESSING OCCURRING, PLEASE WAIT" while the system prints the code, description, type of code, and the general ledger account number assigned to it.

When printing is completed the Deduction/Earning Code Menu is returned to and displayed.

ITEM #2 - EMPLOYEE FILE MAINTENANCE

This program provides the facility to add new employees and their history, change existing employee information, and delete employees no longer active. These files are continuously updated and contain all records for tax, insurance and internal purposes.

A print program (Item #3) allows printing sorted by employee number of all active and terminated employees, including all information stored in the Employee Master File.

A second print program (Item #4) lists employees in alphabetical order including employee number, address, social security number, employee type, pay frequency, and terminated date (if applicable).

```
EMPLOYEE FILE MAINTENANCE



                    PLEASE SELECT APPLICATION .

                          1. ADD NEW EMPLOYEES

                          2. CHANGE/INQUIRE EMPLOYEES

                          3. PRINT OUT EMPLOYEES

                          4. PRINT ALPHABETICAL LIST
```

To end the process, type "END" in the "PLEASE SELECT APPLICATION" position. The Master Payroll Menu is then returned to and displayed.

D-BASIC
Release: 001
Date: 02/01/79

Employee Master
File Maintenance
Add

This program is used to add new employees and their history. The process is divided into three separate screens. The first screen is illustrated below:

```
EMPLOYEE FILE MAINTENANCE - ADD

 1. EMPLOYEE #  ....                                  23. # EXM FWT
 2. NAME                                              24. # EXM SWT
 3. STREET                                            25. # EXM AST
 4. CITY                                              26. # EXM CWT
 5. STATE
 6. ZIP CODE                                          27. FICA EXM ?
                                                      28. FUI EXM ?
 7. SOC SEC #                                         29. SUI EXM ?
 8. BIRTH DATE
 9. MARITAL                                           30. ADDED FWT
                                                      31. ADDED SWT
10. HIRE DATE              17. SALARY                 32. ADDED CWT
11. LAST RAISE             18. REG RATE
12. REVU DATE              19. OVT RATE               33. VAC HR DU
13. TERM DATE              20. SPEC RATE              34. VAC HR PD
                                                      35. SICK HR DU
14. EMPL TYPE              21. ST TX CD
15. PAY FREQ               22. CTY TX CD              36. PENSION ?
16. HOME DEPT#                                        37. DISTRIB ?
```

1. Employee Number - Required. 4 characters must be entered (i.e., 0001; A100; 100B).

   How the employee number is entered determines how sorting is performed later in the program. Sorting priority occurs by first digit, second, third, and fourth respectively, with numerics having priority over alpha characters.

2. Name - Required. 1-28 characters must be entered last name first, separated from the first name and middle initial by a comma. No other commas may appear in the line. When entering Jr., Sr., etc., enter data after the last name and before the comma (e.g., VAN DE GRAFF JR., JOSEPH).

3. Street - Required. 1-28 characters must be entered.

4. City - Required. 1-20 characters must be entered.

5. State - Required. 1-2 characters must be entered.

6. Zip Code - Required. 5 numeric characters must be entered.

7. Social Security Number - Required. 9 numeric characters must be entered (no dashes).

8. Birth Date - Optional. 5-6 numeric characters can be entered using MMDDYY format (no slashes). Defaults to blanks.

9. Marital Status - Required. "S", "M" or "H" must be entered;

S = Single
M = Married
H = Head of House

10-13. Hire Date, Last Raise Date, Review Date, Termination Date, respectively -Optional. 5-6 numeric characters must be entered using MMDDYY format (no slashes). Last Raise and Next Review Date should be manually updated after each raise or review. If an entry is made to Termination Date, payments to this terminated employee will be allowed only through a manual override in the Time Entry program. All dates default to blanks.

14. Employee Type - Required. "S" or "H" must be entered to designate how employee will be paid;

S = Salary
H = Hourly

15. Pay Frequency - Required. One character: "D" "W" "B" "S" "M" or "Q" must be entered;

D = Daily
W = Weekly
B = Bi-Weekly
S = Semi=Monthly
M = Monthly
Q = Quarterly

Pay Frequency denotes how often a check is to be issued.

This field defaults to "W" (weekly) on "RETURN".

16. Home Department Number - Optional. A maximum of 7 numeric characters can be entered (i.e.,nnnnnnn converts to nnnn-nnn). This department number is the general ledger account number to which the employee's gross wages are posted. Defaults to blanks.

17. Salary, if Employee Type was entered as Salary - Optional. A maximum of 7 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnnnn converts to nn,nnn.nn). Will default to 0.00.

This field is skipped if Employee Type was entered as Hourly.

Salary amount entered is per pay period. (e.g., salary of $12,000 a year, paid semi-monthly = salary per pay period of $500).

18. Regular Rate, if Employee Type was entered as Hourly - Optional. A maximum of 5 numeric characters can be entered with a 3-digit decimal place (i.e., nnnnn converts to nn.nnn). Defaults to 0.000.

    If Employee Type was entered as Salary, this field displays the salary divided by the number of hours designated for that pay frequency period.*

19. Overtime Rate - Optional. A maximum of 5 numeric characters can be entered with a 3-digit decimal place (i.e., nnnnn converts to nn.nnn). Defaults to 0.000.

20. Special Rate - Optional. A maximum of 5 numeric characters can be entered with a 3-digit decimal place (i.e., nnnnn converts to nn.nnn). Defaults to 000.

21. State Tax Code - Required. A maximum of 2 numeric character must be entered. "1" is used for home state. Defaults to "1" on "RETURN". These codes are used to determine which state tax calculation method/tables to use for an employee.

22. City Tax Code - Required. A maximum of 2 numeric character must be entered. "1" is used for your city. Defaults to "1" on "RETURN". These codes are used to determine which city tax calculation method/tables to use for an employee.

23-26. Number of Withholding Tax Exemptions for Federal, State, Additional State, and City, respectively, - Required. 1-2 numeric characters must be entered. Fields default to "0". Entry of "99" in these fields causes no tax to be taken. An entry in the Additional State Exemption field is exemptions in addition to the State Exemptions.

27-29. Exempt from FICA, Federal Unemployment, and State Unemployment, respectively. - Required. "Y" (Yes) or "N" (No) must be entered. Defaults to "N".

30-31. Added Withholding Tax - Federal, State, respectively. - Optional. A maximum of 3 numeric characters can be entered in even dollar amounts. Amounts entered are deducted in addition to other Federal and State taxes. Defaults to "0".

32. Added City Withholding Tax - Optional. A maximum of 2 numeric characters can be entered in even dollar amounts. Amounts entered are deducted in addition to other city taxes. Defaults to "0".

33. Vacation Hours Due - Optional. A maximum of 3 numeric characters can be entered in even hour amounts. Defaults to 0. All changes must be entered, the system does not update automatically.

34. Vacation Hours Paid - Optional. A maximum of 5 numeric characters can be entered in 2-digit decimal place format (i.e., nnnnn converts to nnn.nn). Defaults to 0. The system automatically updates as vacation hours are paid. An employee may not be paid more than hours due in Item #33. This field is automatically cleared when Clear Year-to-Date program is run.

* If "*****" appear check the pay-frequency #15 and Salary #17. The Regular rate cannot be more than $99.999.

35. Sick Hours Due - Optional. A maximum of 3 numeric characters can be entered in even hour amounts. Defaults to 0. Employees may not be paid more sick hours per year than are due. Sick hours paid are kept in a separate field and are automatically updated. Any changes in sick hours due must be entered manually. This field is not cleared automatically when the Clear Year-to-Date program is run.

36. Pension - Required. "Y" (Yes) or "N" (No) must be entered. Defaults to "N".

37. Distribution - Required. "Y" (Yes) or "N" (No) must be entered. Defaults to "N". A "Yes" entry enables you to distribute employee amounts to various general ledger accounts when Payroll Time Entry and Editing (Master Menu Item 3) is run.

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts, "WHAT #". A number from 1 to 37 is valid. You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Screen #2 is then advanced.

To end the add program, type "END" in the "EMPLOYEE #" position.

Illustrated below is Screen #2 of the Employee File Maintenance - Add:

```
EMPLOYEE FILE MAINTENANCE - ADD                    EMP:

        38. SAV BOND DED  .....                    54. D/E CODE-2
        39. FREQUENCY                              55. AMOUNT
        40. BOND SIZE                              56. FREQUENCY
        41. BALANCE
                                                   57. D/E CODE-3
        42. SAV ACCT DED                           58. AMOUNT
        43. FREQUENCY                              59. FREQUENCY
        44. ACCOUNT #
                                                   60. D/E CODE-4
        45. LOAN DED                               61. AMOUNT
        46. FREQUENCY                              62. FREQUENCY
        47. BALANCE DUE
                                                   63. D/E CODE-5
        48. GARNISH DED                            64. AMOUNT
        49. FREQUENCY                              65. FREQUENCY
        50. BALANCE DUE
                                                   66. D/E CODE-6
        51. D/E CODE-1                             67. AMOUNT
        52. AMOUNT                                 68. FREQUENCY
        53. FREQUENCY
```

NOTE: If a "RETURN" is entered for Savings Bond, Savings Account, Loan, Garnish Deductions, or any of the other deduction/earning codes, the next deduction or earning is advanced.

38. Savings Bond Deduction - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.

39. Frequency - Required if Savings Bond Deduction is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

40. Bond Size - Required if Savings Bond Deduction is selected. A maximum of 5 numeric characters must be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). The bond size refers to the purchase price of the bond (not the matured amount). Defaults to 0.00.

41. Balance - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Balances are automatically updated by the system. Defaults to 0.00.

42. Savings Account Deduction - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.

43. Frequency - Required if Savings Account Deduction is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

44. Account Number - Optional. A maximum of 12 numeric characters can be entered. Defaults to blanks.

45. Loan Deduction - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place. (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.

46. Frequency - Required if Loan Deduction is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

47. Balance Due - Optional. A maximum of 6 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn). Balances are automatically updated by the system. Defaults to 0.00.

48. Garnish Deduction or Percent - Optional. A maximum of 5 numeric characters can be entered. If A maximum of 2 characters are entered, the field is displayed as a percentage. If 3-5 characters are entered, the field is displayed as a dollar field with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.

49. Frequency - Required if Garnish Deduction or Percent is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

50. Balance Due - Optional. A maximum of 6 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn). Balances are automatically updated by the system. Defaults to 0.00.

51. Deduction/Earning Code 1 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".

52. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.

53. Frequency - Required if Deduction/Earning Code 1 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

54. Deduction/Earning Code 2 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".

55. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.

56. Frequency - Required if Deduction/Earning Code 2 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

57. Deduction/Earning Code 3 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".

58. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.

59. Frequency - Required if Deduction/Earning Code 3 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

60. Deduction/Earning Code 4 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".

61. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.

62. Frequency - Required if Deduction/Earning Code 4 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

63. Deduction/Earning Code 5 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".

64. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.

65. Frequency - Required if Deduction/Earning Code 5 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

66. Deduction/Earning Code 6 - Optional. One character can be entered for each Deduction/Earning Code. The character entered must be an active code in the Deduction/Earning file. The code's description displays to the right of the code. Defaults to blanks on "RETURN".

67. Amount - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Defaults to 0.00.

68. Frequency - Required if Deduction/Earning Code 6 is selected. "D" "W" "B" "S" "M" or "Q" must be entered. Frequency denotes the regularity of deductions or earnings. Do not enter frequency codes which are less than an employee's pay frequency. Defaults to "W" (weekly).

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts, "WHAT #". A number from 38 to 68 is valid. You will then be positioned to that item on the screen. After making the change, the screen will continue to ask "ANY CHANGE?" until the answer is "N", then Screen #3 is advanced.

NOTES:

Once an employee entry has been made and processed, changes cannot be made to Screen #3 in Employee File Maintenance. All changes must be made in the Manual Transaction Entry, Editing & Posting file.

Type "END" in Item #69 to set all items on Screen #3 to 0.00. The employee will be processed and the Master Menu is returned to.

```
EMPLOYEE FILE MAINTENANCE - ADD              EMP: ....  ......................
...
 69. MTD OT HRS  .....
 70. MTD SK HRS
 71. MTD SK PAY

 72. QTD GROSS              83. YTD GROSS              94. YTD SVBD
 73. QTD TX GRS             84. YTD TX GRS             95. YTD SVAC
 74. QTD FICA               85. YTD FICA               96. YTD LOAN
 75. QTD FWT                86. YTD FWT                97. YTD GARN
 76. QTD SWT                87. YTD SWT                98. YTD D/E1
 77. QTD OST                88. YTD OST                99. YTD D/E2
 78. QTD CWT                89. YTD CWT               100. YTD D/E3
                                                      101. YTD D/E4
 79. QTD OT HRS             90. YTD OT HRS            102. YTD D/E5
 80. QTD SK HRS             91. YTD SK HRS            103. YTD D/E6
 81. QTD SK PAY             92. YTD SK PAY

 82. QTD WK WRK             93. YTD WK WRK
```

All entries are optional and default to 0.00. All entries must be numeric with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn).

Item #	Abbreviation	Description	Max # Of Numeric Chars
69	MTD OT HRS	Month-to-Date Overtime Hours	5
70	MTD SK HRS	Month-to-Date Sick Hours	5
71	MTD SICK PAY	Month-to-Date Sick Pay	6
72	QTD GROSS	Quarter-to-Date Gross	7
73	QTD TX GRS	Quarter-to-Date Taxable Gross	7
74	QTD FICA	Quarter-to-Date FICA	6
75	QTD FWT	Quarter-to-Date Federal Withholding Tax	7
76	QTD SWT	Quarter-to-Date State Withholding Tax	6
77	QTD OST	Quarter-to-Date Other State Tax	6
78	QTD CWT	Quarter-to-Date City Withholding Tax	6
79	QTD OT HRS	Quarter-to-Date Overtime Hours	5
80	QTD SK HRS	Quarter-to-Date Sick Hours	5
81	QTD SK PAY	Quarter-to-Date Sick Pay	6
82	QTD WK WRK	Quarter-to-Date Weeks Worked	4

Item #	Abbreviation	Description	Max # Of Numeric Chars
83	YTD GROSS	Year-to-Date Gross	8
84	YTD TX GROSS	Year-to-Date Taxable Gross	8
85	YTD FICA	Year-to-Date FICA	6
86	YTD FWT	Year-to-Date Federal Withholding Tax	7
87	YTD SWT	Year-to-Date State Withholding Tax	7
88	YTD OST	Year-to-Date Other State Tax	6
89	YTD CWT	Year-to-Date City Withholding Tax	6
90	YTD OT HRS	Year-to-Date Overtime Hours	5
91	YTD SK HRS	Year-to-Date Sick Hours	5
92	YTD SK PAY	Year-to-Date Sick Pay	6
93	YTD WK WRK	Year-to-Date Weeks Worked	4
94	YTD SVBD	Year-to-Date Savings Bond Deduction	6
95	YTD SVAC	Year-to-Date Savings Account Deduction	6
96	YTD LOAN	Year-to-Date Loan Deduction	6
97	YTD GARN	Year-to-Date Garnish Deduction or Percent	6
98	YTD D/E1	Year-to-Date Deduction/Earning Code-1	6
99	YTD D/E2	Year-to-Date Deduction/Earning Code-2	6
100	YTD D/E3	Year-to-Date Deduction/Earning Code-3	6
101	YTD D/E4	Year-to-Date Deduction/Earning Code-4	6
102	YTD D/E5	Year-to-Date Deduction/Earning Code-5	6
103	YTD D/E6	Year-to-Date Deduction/Earning Code-6	6

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". A number from 69 to 103 is valid. You will then be positioned to that item on the screen. After making the change, the screen will continue to ask "ANY CHANGE?" until the answer is "N"; then employee's file is complete and Screen #1 is returned to for adding the next employee.

D-BASIC
Release: 001
Date: 02/01/79

Employee Master
File Maintenance
Change/Inquire

This program allows inquiry from the Employee Master File, displays current information on the screen, and provides the ability to make changes.

1. Screen #1 asks for employee number. Current information on Screen #1 is displayed.

2. The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts, "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N".

3. Screen #2 is then displayed with employee's current information. Changes can be made as discussed above until the answer to "ANY CHANGE?" is "N".

4. Screen #3 is then displayed with employee's current information for inquiry only. Changes are <u>not</u> allowed to Screen #3, except in Manual Transaction Entry File.

5. The procedure is repeated until the operator types "END" in the employee number position.

NOTE:

If pay frequency is changed on a salaried employee, a new regular rate is created.

D-BASIC
Release: 001
Date: 02/01/79

Employee Master
File Maintenance
Print Out
Employees
Page 1 of 1

This program provides a listing of all employees (active and terminated) sorted numerically by employee number. The report also includes all information stored in the Employee Master File.

1. Operator selects "PRINT OUT EMPLOYEES", Item #3 from the Employee Master File menu.

2. The screen then asks you to "PLEASE ENTER STARTING EMPLOYEE" and "PLEASE ENTER ENDING EMPLOYEE".

   - For print out of information for an individual employee, enter only the starting employee number;
   - or the operator can enter both numbers which would numerically print out all employees from starting number to ending number, inclusive;
   - or type "ALL" in "STARTING EMPLOYEE #" position to numerically print out all employees in file.

   Typing "RETURN" defaults to "ALL".

3. The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while sorting the entire file. When sort is complete, the system prints out requested data.

4. When printing is completed, the screen returns to "PLEASE ENTER STARTING NUMBER" position for any additional printing.

To end the process type "END" in the "PLEASE ENTER STARTING NUMBER" position. If "ALL" is selected, the Employee File Menu is returned to and displayed after printing is completed.

D-BASIC
Release: 001
Date: 02/01/79

This program provides a listing of all employees sorted in alphabetical sequence by name. The report also includes:

-employee number

-address

-social security number

-employee type (salary or hourly)

-pay frequency

-terminated date

1. Operator selects "PRINT ALPHABETICAL LIST", Item #4 from Employee Master File, to print alphabetical employee list.

2. The screen then asks "DO YOU WISH TO PRINT TERMINATED EMPLOYEES?" A "Y" (Yes) includes terminated employees alphabetically in listing. A "N" (No) omits terminated employees from listing.

3. The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while sorting the entire Employee Master File. When sort is complete, the system prints all employees in alphabetical sequence by name.

4. When printing is completed, the Employee Master File Menu is returned to and displayed.

ITEM #3 - PAYROLL TIME ENTRY AND EDITING

This program is used to enter employees' hours or designate payment for salaried employees. The entered information is used to calculate payroll. It must be used every pay period since these files are cleared after each payment.

Illustrated below is the first screen which appears when Payroll Time Entry and Editing is selected:

```
PAY PERIOD ENDING DATE  ....

PAYING EMPLOYEES WITH PAY FREQS .....
```

1. Enter "PAY PERIOD ENDING DATE" in the MMDDYY format.

2. Enter one or more of the following pay frequency codes in the "PAYING EMPLOYEES WITH PAY FREQS" position:

   D = Daily
   W = Weekly
   B = Bi-Weekly
   S = Semi-Monthly
   M = Monthly
   Q = Quarterly

NOTE:

If this program has been run once, the pay period date and pay frequencies entered from before are automatically re-displayed.

"ANY CHANGE?" is asked to allow corrections to be made to the screen. A "Y" (Yes) answer allows you to enter a new pay period ending date and new pay frequency. "END" may not be typed in this position to end the process. You must proceed to the next screen. A "N" (No) answer advances the Payroll Time Entry and Editing Menu (illustrated below). Defaults to "N".

```
PAYROLL TIME ENTRY AND EDITING

                PLEASE SELECT APPLICATION  .

                     1. ADD TRX

                     2. CHANGE/INQUIRE TRX

                     3. DELETE TRX

                     4. PRINT TRX EDIT LIST
```

This program provides the facility to add, change or delete a transaction in the Time Entry file. "PRINT TRX EDIT LIST" is provided to print out entries made to Time Entry file for editing before processing payroll. Changes should be made before calculating payroll, printing checks, and posting to the Employee Master File.

To end the process, type "END" in the "PLEASE SELECT APPLICATION" position.

D-BASIC
Release: 001
Date: 02/01/79

This program is used to add hours or designate payment for employees. Illustrated below is the first of two screens:

```
PAYROLL TIME ENTRY AND EDITING - ADD

                    1. EMPLOYEE #     . ..   ..........:.........
                                             HOURLY
                    2. REGULAR HRS    .....
                         ——OR——
                                             SALARY
                    2. PAY SALARY ?   .
                    3. OVERTIME HRS
                    4. VACATION HRS
                    5. HOLIDAY HRS
                    6. SICK HRS
                    7. SPECIAL HRS
                    8. TEMP D/E 1                AMT
                    9. TEMP D/E 2                AMT
                   10. # WK ADV VAC              11. # WK WORKED
```

NOTE:

Vacation pay can be entered by Vacation Hours, Item #4 and/or by Weeks Advanced Vacation Pay, Item #10. Advanced Vacation Pay will print up to 4 added checks. Vacation hours cannot exceed net vacation hours due in the Employee Master File.

1. Employee # - Required. 1-4 characters must be entered. Corresponding employee name and employee type (salaried/hourly) are displayed. Defaults to the next employee number with matching pay frequency. If the pay frequency entered on the first screen does not match the employee's pay frequency, a message will display at the bottom of the screen.

2. Regular Hours or Pay Salary - Optional.

   - "REGULAR HRS" displays in Item #2 if employee entered is hourly. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Regular hours are not total hours and do not include vacation and sick hours. (For example: if an employee has 40 total hours, but 8 holiday and 4 sick hours, enter regular hours as 28, not 40). Defaults to 0.

     NOTE:

     If "P" is entered in "REGULAR HRS" position, Item #2 defaults to "40.00", Items 3-10 default to "0" or blanks depending on field type, and Item 11 defaults to the number of weeks according to employee's pay frequency.

   - "PAY SALARY" displays in Item #2 if employee entered is salaried. "Y" (Yes) or "N" (No) can be entered. Defaults to "Y". If "Y" is answered to "PAY SALARY" and you include other hours (holiday, sick, etc.) the employee will be paid for full salary plus additional hours. If this not desired, enter "N" for pay salary and the employee is treated as an hourly employee.

     NOTE:

     If "P" is entered in "PAY SALARY" position, Item 2 defaults to "Y", Items 3-10 default to "0" or blanks depending on field type, and Item 11 defaults to the number of weeks according to employee's pay frequency.

3-7. Overtime, Vacation, Holiday, Sick and Special Hours - Optional. A maximum of 5 numeric characters can be entered in each field with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). Vacation and sick hours entered can not exceed hours due in Employee Master file. Defaults to 0.00.

8-9. Temporary Deduction/Earning Codes and Amount - Optional. One character can be entered for each Temporary Deduction/Earning Code. This is a one time deduction/earning for this pay period only. The Deduction/Earning Code entered must be an active code in the Deduction/Earning Code file. The code's description display to the right of the code. Amount is entered up to 6 numeric characters with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn). Defaults to .00.

10. Number of Weeks Advance Vacation - Optional. "0" "1" "2" "3" or "4" can be entered. Number of hours can not exceed hours due in Employee Master File. Only a weekly calculation will be made regardless of employee's pay frequency. A maximum of 4 weeks are allowed. One check is printed for each week's advance pay.

11. Number of Weeks Worked - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn). Defaults to 0.00.

The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N". The second screen is then advanced.

To end process, type "END" in the "EMPLOYEE #" position.

Screen #2 (illustrated below) is used to distribute time. This screen is not displayed if "N" (No Distribution Allowed) is selected in the Payroll Control File, or if "N" (No) is entered for DISTRIBUTION in the Employee Master File. When distribution is not allowed, the regular and overtime hours and rates are distributed to the home department number in the Employee Master File.

Distribution of Wages Notes:

For Salaried Employees -

Distribution is made as a percent of salary. Total distribution must equal 100%. Distribution to 12 general ledger accounts is provided.

For Hourly Employees and Salaried Employees not paid salary -

Distribution is made by hours. Rate per account defaults to hourly (or overtime) rate on the employee's file. This may be changed if necessary. However, if the rate is changed, the employee will be paid this new rate for the specified hours; not their regular rate.

Total regular hours/percentage distributed must equal regular hours/percentage paid. Up to 12 accounts are allowed. After entering regular hours/percentages, a "RETURN" positions you to distribute overtime hours.

Total overtime hours distributed must equal overtime hours paid. Up to 6 accounts are allowed.

No distribution is necessary or allowed for sick hours, vacation hours, holiday hours or special hours. These are posted to the general ledger account specified in the Payroll Control file.

```
PAYROLL TIME ENTRY AND EDITING - ADD

        EMPLOYEE ....  .....................          HOURLY

        REGULAR-HOURS-DISTRIBUTION          OVERTIME-HOURS-DISTRIBUTION
         HOURS     ACCT-#      RATE           HOURS     ACCT-#      RATE

    1. .....                              13.
    2.                                    14.
    3.                                    15.
    4.                                    16.
    5.                                    17.
    6.                                    18.
    7.
    8.
    9.
   10.
   11.
   12.

       REG HRS ENTERED                       OVT HRS ENTERED
           DISTRIBUTED                           DISTRIBUTED
```

Regular and Overtime Hours or Percent. 1-5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). A tally of distributed and paid hours or percentages is automatically updated on the screen after each entry. A "RETURN" advances to Overtime Hours.

Regular and Overtime Distribution Account Numbers. Enter 3 or 4 numeric characters followed by a "RETURN" and then 1 to 3 more numeric characters can be entered. If hours/percent column is entered, then account number is required for that item. Each distribution must have a corresponding account in the general ledger.

Regular and Overtime Distribution Rates. 1-5 numeric characters can be entered with a 3-digit decimal dollar place (i.e., nnnnn converts to $nn.nnn). If an hours column is entered, then a rate is required for that item. A rate is not allowed for a salaried employee when percents are being entered. Defaults to the regular hours or overtime hours rate from the Employee Master File.

"ANY CHANGE" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N". The first screen is then returned to and displayed.

D-BASIC
Release: 001
Date: 02/01/79

Payroll Time
Entry and Editing
Change/Inquire

This program allows inquiry from the Payroll Time Entry File, displays current information on the screen, and provides the ability to make changes.

1. Screen #1 asks for employee number. Current time entry information on Screen #1 displays. If the pay frequency entered on the first screen does not match employee's pay frequency, a message will display at the bottom of the screen.

2. The question "ANY CHANGE?" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N".

3. Screen #2 is then displayed with employee's current time entry information. Total hours entered must equal total hours distributed before screen advances for further processing. Changes can be made as discussed above until the answer to "ANY CHANGE?" is "N", then Screen #1 is returned to for additional inquiries.

   NOTE:

   Screen #2 is not displayed if "N" (No Distribution Allowed) is selected in the Payroll Control File, or if "N" (No) is entered for DISTRIBUTION in the Employee Master file. When distribution is not allowed, the regular and overtime hours and rates are distributed to the home department in the Employee Master file.

4. The procedure is repeated until the operator types "END" in the employee number position.

D-BASIC
Release: 001
Date: 02/01/79

This is used to delete an employee's time entry from the file.

1. Screen #1 asks for employee number and displays current time entry information.

2. The screen asks "OK TO DELETE?". A "Y" (Yes) answer means that time entry information is deleted. The program then inquires for another employee number. A "N" (No) answer will not delete the time entry and repositions to ask for another employee number. Defaults to "N" on "RETURN".

3. The procedure is repeated until the operator types "END" in the employee number position.

D-BASIC
Release: 001
Date: 02/01/79

Payroll Time
Entry and Editing
Print Transaction
Edit List
Page 1 of 1

This program is provided to print out all entries made to Time Entry File for editing before processing the payroll. Changes should be made before calculating payroll, printing checks, and posting to the Employee Master file.

The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while the system sorts all the employees for printout.

The report prints automatically and returns to the Payroll Time Entry Menu.

ITEM #4 - CALCULATE PAYROLL

This program is used to calculate employee's pay from time and salary entered. It must be run after the Payroll Time Entry and Editing file has been run and errors have been corrected.

The Payroll Time Register prints automatically. Final verification of employees' time and deductions can be reviewed.

After the Time Register has printed the following screen displays:

```
PAYROLL CALCULATION


        PLEASE ENTER THE DEDUCTION FREQUENCIES TO TAKE
                1. THIS PAY PERIOD      .....
                2. 1ST VACATION PERIOD
                3. 2ND VACATION PERIOD
                4. 3RD VACATION PERIOD
                5. 4TH VACATION PERIOD

  D=DAILY   W=WEEKLY   B=BI-WEEKLY   S=SEMI-MONTHLY   M=MONTHLY   Q=QUARTERLY
```

If additional corrections to the Time Register need to be made type "END" in the "THIS PAY PERIOD" position and the Master Menu is returned to and displays.

1. This Pay Period - Optional. A maximum of 6 of the following characters: "D" "W" "B" "S" "M" or "Q" can be entered all on one line.

   D = Daily
   W = Weekly
   B = Bi-Weekly
   S = Semi-Monthly
   M = Monthly
   Q = Quarterly

   The deduction frequencies indicate how often a deduction should be taken. For instance, if a deduction should be taken each week, enter a "W" for the deduction frequency in the Employee file. Then, when running a payroll in which weekly deductions should be taken, enter "W" for a frequency code. The system will take only those deductions which have a frequency of "W" in the Employee file. Up to 6 frequencies can be processed at once. Defaults to blanks.

2-5. Vacation Period - Optional. Up to 4 advanced vacation week deductions can be entered. Enter the pay frequencies that have advanced vacation weeks to be paid. No matter what pay frequency an employee has, advanced vacation is paid by the week only (i.e., if an employee is paid monthly with two week's advanced vacation to be paid - - - the operator should enter "M" (monthly) in Items 1, 2, and 3). Defaults to blanks.

"ANY CHANGE?" is asked to allow for changes to be made to the screen.

Then the system automatically Calculates Gross, Calculates Withholding, and Takes Deductions. "PROCESSING OCCURRING...PLEASE WAIT" displays while calculations are being processed.

After calculation, the Payroll Register and Deduction Register automatically print and the Master Menu is returned to.

ITEM #5 - PRINT PAYROLL CHECKS

This program prints the payroll checks and posts calculations. It must be run after "CALCULATING PAYROLL".

The first screen instructs you to mount your checks on the printer.

```
PAYROLL CHECK PRINTING

                    PLEASE MOUNT CHECKS ON PRINTER

                    ENTER 'DONE' WHEN READY

                    ....
```

After mounting checks (refer to the F-85 Operator Guide for details) enter "DONE" and an alignment check will automatically print. The screen displays "PRINT ANOTHER ALIGNMENT?" and continues to print alignment forms until you answer "N". The following screen then displays.

```
PAYROLL CHECK PRINTING

                PLEASE ENTER

                    1. STARTING CHECK #      ......

                    2. CHECK DATE

                    3. STARTING EMPLOYEE #

                    4. ENDING EMPLOYEE #
```

Up to 6 numeric characters can be entered in the "STARTING CHECK #" position. "CHECK DATE" can be entered MMDDYY, otherwise defaults to the current system date.

The operator can enter both "STARTING" and "ENDING EMPLOYEE" numbers or type "ALL" in "STARTING EMPLOYEE #" position to print out all checks calculated. Defaults to "ALL". The checks then automatically start printing.

The screen then displays "ARE ALL THE CHECKS OK?" If "N" (No) is entered posting will not occur, the screen requesting you to mount regular paper is displayed, and then the Master Menu is returned to. If "Y" (Yes) is entered, the screen displays "PLEASE MOUNT REGULAR PAPER ON PRINTER." After you have mounted regular paper in the printer enter "DONE."

The Payroll Check Register then automatically prints.

The Savings Bond Register automatically prints.

The screen then displays "PROCESSING OCCURRING...PLEASE WAIT" while the system posts to the History and Distribution File.

The Master P/R Menu is then automatically displayed.

ITEM #6 - MANUAL PAYROLL TRX ENTRY AND EDITING

This program is used to make corrections following incorrectly printed computer checks or entry of payroll checks written outside the system. This program does not print checks. Updates are made to the Employee Maintenance File, Distribution File, and History File.

Negative amounts are entered to facilitate overpayments. Negative tax withholding amounts must also be entered if an overpayment occurs.

Illustrated below is the Manual Payroll TRX Entry and Editing Menu:

```
MANUAL PAYROLL TRX ENTRY AND EDITING


        PLEASE SELECT APPLICATION .

             1. ADD TRX

             2. CHANGE/INQUIRE TRX

             3. DELETE TRX

             4. PRINT TRX EDIT LIST

             5. POST TRX TO EMPLOYEE FILE
```

This program is capable of adding, changing or deleting a transaction entered to correct employee's records.

#4 is used to print an Edit list of transactions entered. If all items entered are correct, #5 must be selected to post transactions to employees' records, the History Report, and the Distribution Report. The Manual Payroll Transaction Register is printed when #5 is selected and must serve as both the Payroll and Check Registers.

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This program is used to add transactions to update the fields (shown below) in the employees records.

```
MANUAL PAYROLL TRX ENTRY AND EDITING-ADD

     1. EMPLOYEE #   . ..  .......................   SALARY /HOURLY

     2. CHECK #      ......          19. FICA
     3. CHECK DATE                   20. FWT
     4. PAY PRD DTE                  21. SWT
                                     22. OST
     5. GROSS PAY                    23. CWT
     6. TXBL GROSS
     7. REG PAY/SAL                  24. SAV BND DED
     8. REG HRS                      25. SAV ACT DED
     9. OVERTM PAY                   26. LOAN DED
    10. OVERTM HRS                   27. GARNISH DED
    11. VACATN PAY                   28. **NO D/E
    12. VACATN HRS                   29. **NO D/E
    13. HOLIDAY PAY                  30. **NO D/E
    14. SICK PAY                     31. **NO D/E
    15. SICK HRS                     32. **NO D/E
    16. SPECIAL PAY                  33. **NO D/E
    17. OTHER D/E 1
    18. OTHER D/E 2                  34. # WKS WRKD
                                     35. NET PAY
```

1. Employee # - Required. 4 characters must be entered. The corresponding employee name and pay type are displayed to the right of the employee number.

2. Check # - Required. 1-6 numeric characters must be entered. This check number refers to the hand-written check that was written or the computer printed check you are correcting.

3. Check Date - Required. 5-6 numeric characters must be entered in the MMDDYY format. Defaults to the system's current date.

4. Pay Period Date - Required. 5-6 numeric characters must be entered in the MMDDYY format. Defaults to the Check Date.

5. Gross Pay - Optional. A maximum of 7 numeric characters, positive or negative can be entered with a 2-digit decimal place (i.e.,-nnnnnnn converts to $nn,nnn.nn-). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS. For a salaried employee, accounts are distributed on a percentage of this Gross Pay.

6. Taxable Gross - Optional. A maximum of 7 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnnn converts to $nn,nnn.nn-).

7. Regular Pay/Salary - Optional. A maximum of 7 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnnn converts to $nn,nnn.nn-). Defaults to 0.00. This field should be used for a salaried employee only. Entering any amount in "REG PAY/SAL" field will require distribution of "GROSS PAY". If "REG PAY/SAL" field is not entered, distribution of the Gross Pay is optional.

8. Regular Hours - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn). Defaults to 0.00. This field should be used for an hourly employee only. Entering any amount in "REG HRS" field will require distribution of hours. If "REG HRS" is not entered, distribution of hours is not allowed. When distributing hours, the rate will default to hourly rate from employee's file or it can be entered. In either case, the hours multiplied by the rates must equal gross pay. An error message flags the unequal amounts on the Manual Time Edit List. THIS MUST BE CORRECTED BEFORE POSTING.

9. Overtime Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to $-n,nnn.nn).

10. Overtime Hours - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn).

11. Vacation Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to $-n,nnn.nn).

12. Vacation Hours - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn).

13. Holiday Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to $-n,nnn.nn).

14. Sick Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to $-n,nnn.nn).

15. Sick Hours - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn).

16. Special Pay - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to $-n,nnn.nn).

17,18. Other Deduction/Earning Code - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to $-n,nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

19. FICA - Optional. A maximum of 5 numeric characters, positive or negative can be entered with a 2-digit decimal place (i.e., -nnnnn converts to $-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

20. Federal Withholding Tax - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to $-n,nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

21. State Withholding Tax - Optional. A maximum of 6 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnn converts to $-n,nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

22. Other State Tax - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to $-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

23. City Withholding Tax - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to $-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

24. Savings Bond Deductions - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to $-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

25. Savings Account Deductions - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to $-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

26. Loan Deduction - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to $-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

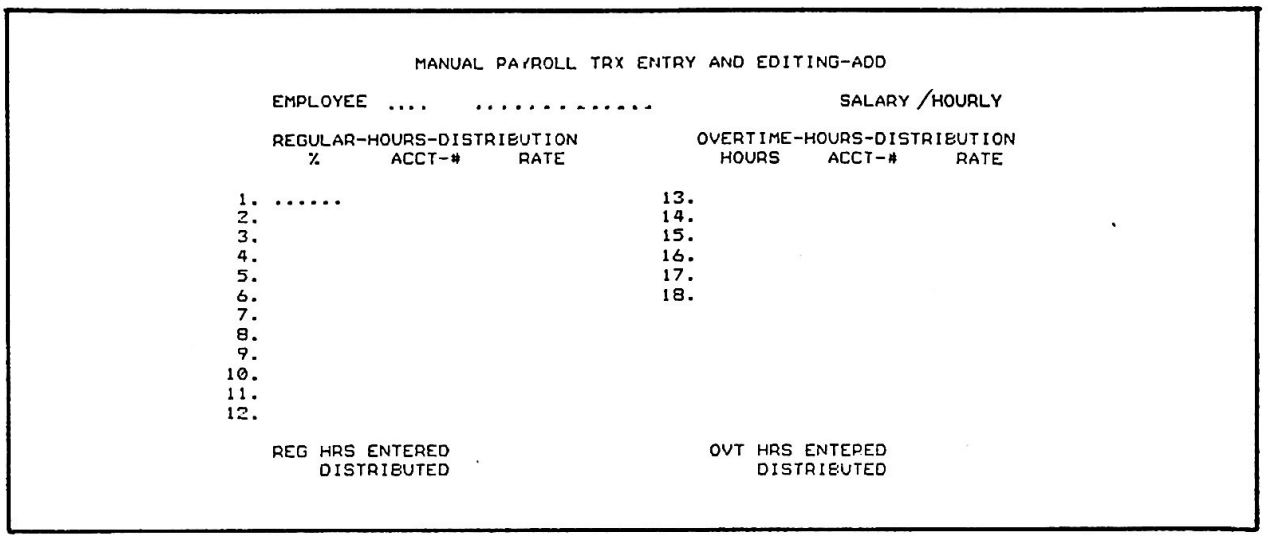
27. Garnish Deduction - Optional. A maximum of 5 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnn converts to $-nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

28-33. These fields are automatically displayed with the employee's deduction/earning codes on file. A maximum of 5 numeric characters, positive or negative, can be entered with 2-digit decimal place (i.e., -nnnnn converts to -nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

34. Number of Weeks Worked - Optional. A maximum of 4 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnn converts to -nn.nn).

35. Net Pay - Optional. A maximum of 7 numeric characters, positive or negative, can be entered with a 2-digit decimal place (i.e., -nnnnnnn converts to $-nn,nnn.nn). NET PAY MUST EQUAL GROSS PAY LESS DEDUCTIONS.

Screen #2 is shown below.



Distribution of Wages Notes:

For Salaried Employees -

If "REG PAY/SAL" field is not entered on Screen #1, then distribution is optional. Distribution is made as a percent of salary. Total distribution must equal 100%. Distribution to 12 general ledger accounts is provided.

For Hourly Employees and Salaried Employees not paid salary -

If "REG HRS" field is not entered on Screen #1, then distribution of hours is not allowed.

Distribution is made by hours. Rate per account defaults to hourly (or overtime) rate on the employee's file. This may be changed if necessary. However, if the rate is changed, the employee will be paid this new rate for the specified hours, not their regular rate.

Total regular hours distributed must equal regular hours paid. Both positive and negative amounts can be entered.

Total overtime hours distributed must equal overtime hours paid. Both positive and negative amounts can be entered.

No distribution is necessary or allowed for sick hours, vacation hours, holiday hours or special hours. These are posted to the general ledger account specified in the Payroll Control file.

Regular and Overtime Hours or Percent. 1-5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). A tally of distributed and paid hours or percentages is automatically updated on the screen after each entry. A "RETURN" advances to Overtime Hours.

Regular and Overtime Distribution Account Numbers. 3-7 numeric characters can be entered, first four and then three (i.e., nnnn-nnn). If hours/percent column is entered, then account number is required for that item. Each distribution must have a corresponding account in the general ledger.

Regular and Overtime Distribution Rates. 1-5 numeric characters can be entered with a 3-digit decimal dollar place (i.e., nnnnn converts to $nn.nnn). If an hours column is entered, then a rate is required for that item. A rate is not allowed for a salaried employee when percents are being entered. Defaults to the regular hours or overtime hours rate from the Employee Master File.

"ANY CHANGE" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N". The first screen is then returned to and displayed.

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Manual Payroll TRX
Entry and Editing
Change/Inquire

This program allows inquiry from the Manual Entry and Editing File, displays current information on the screen, and provides the ability to make changes.

1. Screen #1 asks for employee number. Current manual time entry information on Screen #1 displays.

2. The Screen asks "RIGHT TRX?". A "N" (No) answer searches for another transaction displays it, and asks "RIGHT TRX?" until you answer "N" or until there are no more transactions for that employee. On a "Y" (Yes) answer, the screen asks "ANY CHANGE?" and may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N". Defaults to "N".

3. Screen #2 is then displayed with employee's manual time entry information. Total hours entered must equal total hours distributed before screen advances for further processing. Changes can be made as discussed above until the answer to "ANY CHANGE?" is "N", then Screen #1 is returned to for additional inquiries.

4. The procedure is repeated until the operator types "END" in the employee number position.

This is used to delete an employee's manual time entry from the file.

1. Screen #1 asks for employee number and displays current manual time entry information.

2. The screen asks "RIGHT TRX?". A "N" (No) answer searches for another transaction, displays it, and asks "RIGHT TRX?" until you answer "N" or until there are no more transactions for that employee. On a "Y" (Yes) answer, the screen asks "OK TO DELETE". A "Y" (Yes) answer means that time entry information is deleted. The program then inquires for another employee number. A "N" (No) answer will not delete the time entry and repositions to ask for another employee number. Defaults to "N" on "RETURN".

3. The procedure is repeated until the operator types "END" in the employee number position.

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Manual Payroll TRX
Entry and Editing
Print Transaction
Edit List
Page 1 of 1

This program is provided to print out all entries made to Manual Time Entry File for editing before processing the payroll. Changes should be made before posting to employees' files.

The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while the system sorts all the employees for printout.

The report prints automatically and returns to the Manual TRX Entry Menu.

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This program is provided to post all transactions from the Manual Transaction File to the Employee's Maintenance File, History File and Distribution File. This program should be run after the Edit List has been printed and all corrections to it have been made.

The screen displays "PROCESSING OCCURRING...PLEASE WAIT" while the system updates the files.

The report prints automatically and returns to the Master Payroll Menu.

ITEM #7 - PRINT PAYROLL DISTRIBUTION REPORT

This report contains the summaries of each posted transaction for all general ledger account numbers. This report should be purged at the end of month after the report has been printed.

```
PAYROLL DISTRIBUTION REPORT


PLEASE ENTER
     1. PRINT REPORT ?  .
     2. PURGE FILE ?
     3. STARTING DATE
     4. ENDING DATE
```

All entries to the screen are required. "PRINT REPORT" and "PURGE FILE" must be answered "Y" (Yes) or "N" (No). Both default to "N". "STARTING" and "ENDING DATE" should be input MMDDYY.

If "Y" is input for "PURGE FILE", entries between the starting date and ending date are deleted from the file.

The Distribution Report is derived from the Check Register, the Payroll Register, the Payroll Time Register and the Deductions Register. The general ledger account numbers come from the Employee File, the Payroll Control File and the Deduction Earnings Code File.

The Master Menu is automatically returned to after printing and/or purging has occurred.

To end the process, type "END" in the "PRINT REPORT" position.

ITEM #8 - PRINT PAYROLL HISTORY REPORT

The Payroll History Report details by employee all checks received for any period designated. This report should be purged (deleted) at the end of the month after the report has been printed.

The report includes check number and date, gross earnings, all tax withholdings, all other deductions, and net pay.

```
PAYROLL HISTORY REPORT

          PLEASE ENTER

               1. PRINT REPORT ?

               2. PURGE FILE ?

               3. STARTING DATE

               4. ENDING DATE

               5. STARTING EMPLOYEE #

               6. ENDING EMPLOYEE #
```

"Y" (Yes) or "N" (No) must be entered for the "PRINT REPORT" and "PURGE FILE" prompts. Both default to "N". "STARTING" and "ENDING DATE" should be input in the MMDDYY format. The report prints from starting employee number entered through ending employee number. To print only one employee, enter the starting number and "RETURN" for ending number. "ALL" entered in starting number prints all employees between the starting and ending dates. "STARTING EMPLOYEE #" defaults to "ALL".

If "Y" is input for "PURGE FILE", entries between the Starting date and ending date are deleted from the file.

The report prints automatically and returns to the Payroll History Report for additional printing or purging (unless "ALL" was selected and then the screen returns to the Master Menu).

To end the process, type "END" in the "PRINT REPORT" position.

ITEM #9 - PRINT REVIEW REPORT

The Review Report details all employees due to be reviewed in a designated period.

```
                REVIEW REPORT



                        PLEASE ENTER

                             STARTING DATE  ......

                             ENDING DATE
```

Enter the starting and ending dates in the MMDDYY format. Printing occurs automatically, listing all employees between the starting and ending dates that are due to be reviewed. The Report also lists birth date, marital status, last raise date, review date, employee type (salary or hourly), pay frequency, home department number, and salary rates.

The Master Menu is returned to after printing.

ITEM #10 - PRINT OVERTIME AND SICK PAY REPORT

The Overtime and Sick Pay Report lists employees' month-to-date, quarter-to-date, and year-to-date, overtime hours, sick hours and sick pay. All employees are printed including those terminated and those having no overtime or sick pay hours.

Printing is automatic. Upon completion the Master Menu is returned to and displayed.

ITEM #11 - PRINT QUARTERLY REPORT

The Quarterly Report lists employees' total FICA, FUI, SUI wages, and total earnings.

```
QUARTERLY PAYROLL REPORT

                        PLEASE ENTER QUARTER ENDING DATE  ......
```

Enter the Quarter Ending Date in the MMDDYY format. Defaults to the system's date. "END" may be typed in the ending date position to return to the Master Payroll Menu.

Printing occurs automatically with two sections. The first section lists employees' name and social security number with their total FICA, FUI, SUI wages, and total earnings. The second section lists tax information for federal, state, city and unemployment insurance.

After printing, the Master Payroll Menu is returned to.

ITEM #12 - PRINT YEAR END W-2 FORMS

A request to mount W-2 forms is made. After you mount the W-2 forms, enter "DONE" and an alignment form automatically prints.

The question "PRINT ANOTHER ALIGNMENT FORM" displays. Enter "Y" (Yes) or "N" (No) as required.

```
PRINT YEAR END W-2 FORMS - FORM ALIGNMENT

                    PLEASE MOUNT W-2 FORMS ON PRINTER    ....
```

Enter Starting and Ending Employee numbers. W-2 forms for employees between starting and ending numbers will automatically print. To end W-2 printing - enter "END" in the "STARTING EMP #" position.

This screen is returned to unless "ALL" is entered in the "STARTING EMPLOYEE #" position. "ALL" prints W-2 forms for all employees and then further processing is advanced to.

A request to mount regular paper on printer is made. Enter "DONE" after paper has been mounted.

The question "DO YOU WISH TO DELETE TERMINATED EMPLOYEES?" is asked. A "N" (No) returns you to the Master Payroll Menu. A "Y" (Yes) searches the Employee Master File for terminated employees and displays

"OK TO DELETE EMPLOYEE #.....?"

for each terminated employee. A "N" (No) to this question does <u>not</u> delete terminate employees. A "Y" (Yes) deletes employee.

The Master Payroll Menu is then returned to.

ITEM #13 - CLEAR PAYROLL MTD, QTD AND/OR YTD FIELDS

This program clears requested fields in the Employee file for all employees.

NOTES:

Clear Month-To-Date Fields:

Should be run after the final pay period for that month. Obtaining an Employee File Print-Out (from Employee File Maintenance program) prior to this program will keep records for that month. Clearing Month-to-Date fields will not affect Quarter-to-Date or Year-to-Date fields.

Clear Quarter-to-Date Fields:

This should not be run until all quarterly tax forms have been printed. Should be run after the last pay period in the quarter and before the first pay period of the next quarter. An Employee File Print-Out should be obtained before this program is run. Clearing Quarter-to-Date fields does not affect Year-to-Date or Month-to-Date fields.

Clear Year-to-Date Fields:

Should be run only once per year, after the last pay period of the year and before the first pay period of the next year. This program should not be run until all yearly tax information is printed. Clearing Year-to-Date fields does not affect Quarter-to-Date or Month-to-Date fields.

Records:

Obtaining an Employee File Print-Out before year-to-date clearing should be done. This will provide some of the records necessary for tax purposes.

It may also be advisable to keep a copy of the payroll disk in a safe place for record purposes. The copy should be made before Year-to-Date fields are cleared.

Specify which fields you wish to clear by answering "Y" (Yes) or "N" (No) to the questions on the screen:

```
        CLEAR PAYROLL MTD, QTD AND/OR YTD FIELDS


              PLEASE SPECIFY WHICH FIELDS TO CLEAR

                   1. MONTH-TO-DATE ?

                   2. QUARTER-TO-DATE ?

                   3. YEAR-TO-DATE ?
```

The question "ANY CHANGE" may be answered "Y" (Yes) or "N" (No). If the answer is "Y" the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGE?" until the answer is "N".

Then "ARE YOU SURE?" displays. A "N" (No) answer does not clear fields and returns you to the Master Payroll Menu. A "Y" (Yes) answer to "ARE YOU SURE?" clears fields that were answered with a "YES" on the screen's questions. The Master Payroll Menu is then returned to and displayed.

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ITEM #14 - BACKUP PAYROLL DATA DISKETTE

Diskettes containing input data should be copied at the end of pay cycle.

The backup program will first issue the following message:

```
BACKUP DISKETTE

    PLEASE INSERT DATA DISKETTE INTO DRIVE 0

    INSERT BACKUP DISKETTE INTO DRIVE 1


            ENTER "DONE" WHEN READY
```

At this time the current operating diskette should be inserted in drive unit 0 and the target diskette (to be copied onto) inserted in unit 1. If the target diskette contains a previous backup, the date of that backup is displayed. The operator then has the option of continuing or aborting the backup.

```
BACKUP DISKETTE

    YOUR LAST BACKUP ON THIS DISKETTE WAS

        02/20/79

    DO YOU WISH TO CONTINUE Y/N ?
```

A "N" (No) cancels the backup process. Reload the system diskette for any further processing. A "Y" will cause the following message:

```
BACKUP DISKETTE

            PLEASE ENTER "COPYC"
:
```

After "COPYC" is entered, the data diskette in unit 0 is copied to unit 1. When the copy is complete a "COPY COMPLETE" message is displayed. At this time, the diskette can be removed. Any errors encountered are displayed.

The system diskette must be reloaded for any further processing.

ITEM #15 - INITIALIZE P/R SYSTEM

```
        INITIATE PAYROLL SYSTEM

        PLEASE SELECT APPLICATION .
          1. ESTIMATE DISK REQUIREMENTS

          2. ALLOCATE FILES

          3. ADD/CHANGE COMPANY NAME FILE

          4. BUILD INITIAL PAYROLL CONTROL FILE
```

This program estimates the diskette file requirements, sets up the company name, and builds the Payroll Control File. Items #1 and #2 can be run only once during system installation. They are self prompting; requested information must be input in order of sequence.

Items 1-4 must be sequentially selected and completed. Items 1 through 3 prepare the Data diskette for the Payroll Control File and Employee Master file.

When Initiate Payroll System is complete, type "END" in the "PLEASE SELECT APPLICATION" position and the Master Payroll Menu is returned to and displayed.

Item #1, ESTIMATE DISK REQUIREMENTS

This program allows creation of data files according to employee records. After the operator enters the requested information, the program calculates the required file sizes.

```
        ESTIMATE DISK REQUIREMENTS FOR PAYROLL SYSTEM

          TOTAL NUMBER OF EMPLOYEES
          NUMBER OF EMPLOYEES PAID DAILY
          NUMBER OF EMPLOYEES PAID WEEKLY
          NUMBER OF EMPLOYEES PAID BI-WEEKLY
          NUMBER OF EMPLOYEES PAID SEMI-MONTHLY
          NUMBER OF EMPLOYEES PAID MONTHLY
          NUMBER OF EMPLOYEES PAID QUARTERLY
          ANTICIPATED ANNUAL GROWTH (%)
```

The number of blocks required are automatically displayed on the video display screen.

The program then prompts:

DO YOU WISH TO INPUT NEW COUNTS? Y/N?

On answering "N" (No), the program returns to the INITIALIZE P/R SYSTEM Menu. On answering "Y" (Yes), the system allows the operator to enter new counts.

Item #2, ALLOCATES FILES

This program automatically allocates all files on the Data diskette using the anticipated annual growth data from Item #1. The largest possible growth will be used.

```
INITIATE PAYROLL SYSTEM
- ALLOCATE FILES

 ALLOCATING FILES FOR   5  YEAR GROWTH
```

Item #3, ADD/CHANGE COMPANY NAME FILE

The format of this file is 5 lines of up to 50 characters each. The first line is the company name, and is automatically printed at the heading of every report. It is automatically centered in the CONAME file. The remaining four lines contain the company address. If it is necessary to make changes in this file, all five lines must be re-entered.

```
SET UP COMPANY NAME


  COMPANY NAME
  ..................................................
  ADDRESS LINE-1
  ..................................................
  ADDRESS LINE-2
  ..................................................
  ADDRESS LINE-3
  ..................................................
  ADDRESS LINE-4
  ..................................................
```

Item #4, BUILD INITIAL PAYROLL CONTROL FILE

This program contains company data vital to the system. It maintains the company's identification numbers, tax percentages, and account numbers required for all payroll calculations and distributions.

NOTE:

If any one item from the Payroll Control File Maintenance varies, a different Data diskette is required (i.e., different State Withholding Tax, etc.).

The program is capable of changing existing control records.

```
PAYROLL CONTROL FILE MAINTENANCE


          PLEASE SELECT APPLICATION .

               1. ADD NEW CONTROL RECORDS

               2. CHANGE/INQUIRE CONTROL RECORDS
```

The screen for adding and changing control records is the same. The "ADD" screen allows you to input information, the "CHANGE" Screen displays existing information for change or inquiry.

```
PAYROLL CONTROL FILE MAINTENANCE

 1. EMPLOYER NAME  ..........................    17. SK PAY EXMPT?
 2. ADDRESS-1                                   18. DISTRIB CODE
 3. ADDRESS-2
 4. ADDRESS-3                                   19. VAC
                                                20. HOL
 5. FEDERAL ID #                                21. SICK
 6. STATE ID #                                  22. SPECIAL
 7. CITY ID #
                                                23. FICA
 8. EMPLR FICA %                                24. FWT
 9. EMPLOY FICA %                               25. SWT
10. MAX FICA WITH                               26. OST
                                                27. CWT
11. FED UNEMP %
12. FED UNEMP MAX                               28. SVG BND
13. ST UNEMP %                                  29. SVG ACT
14. ST UNEMP MAX                                30. LOAN
15. ST DISABL %                                 31. GARNISH
16. ST DISABL MAX
                                                32. CHK ACT
```

1. Employer's Name - Required. 1-25 characters must be entered as you wish it to appear on tax forms.

2-4. Address Lines - Optional. A maximum of 25 characters per line can be entered.

5. Federal ID Number - Required. A maximum of 11 characters must be entered.

6. State ID Number - Required. A maximum of 11 characters must be entered.

7. City ID Number - Required. A maximum of 11 characters must be entered.

8. Employer FICA Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

9. Employee FICA Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

10. Maximum FICA Withheld - Optional. A maximum of 6 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnnn converts to n,nnn.nn). This figure is the maximum FICA to be withheld from an employee. It is not the maximum FICA wage. Enter the maximum dollar amount of tax.

EXAMPLE:

Maximum FICA Wages	22,900.00
FICA Rate	6.13%
Max FICA Withheld	1,403.77

The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

11. Federal Unemployment Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

12. Federal Unemployment Maximum - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). This figure is the maximum FUI tax per employee per year. It is not the maximum salary subject to FUI.

EXAMPLE:

Maximum FUI	6,000.00
FUI Rate	.70%
Maximum FUI Withheld	42.00

The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

13. State Unemployment Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

14. State Unemployment Maximum - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). This figure is the maximum SUI tax per employee per year. It is not the maximum salary subject to SUI.

    EXAMPLE:

Maximum SUI	6,000.00
SUI Rate	3.60%
Maximum SUI Withheld	216.00

    The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

15. State Disability Percent - Optional. A maximum of 4 numeric characters can be entered with a 2-digit decimal place (i.e., nnnn converts to nn.nn).

16. State Disability Maximum - Optional. A maximum of 5 numeric characters can be entered with a 2-digit decimal place (i.e., nnnnn converts to nnn.nn). This figure is the maximum SDI withheld from an employee. It is not the maximum SDI.

    EXAMPLE:

Maximum SDI	11,400.00
SDI Rate	1.00%
Maximum SDI Withheld	114.00

    The program uses the maximum withholding amount to determine when to cease deduction or calculation of tax for individual employees.

17. Sick Pay Exemption - Required. "Y" or "N" must be entered.

    Y = Yes, all sick pay is exempt from tax withholding.

    N = No, all sick pay is not exempt from tax withholding.

18. Distribution Code - Required. "A", "S" or "N" must be entered.

    A = Always Distribute for all employees.

    S = Selected Distribution - allowed only for those employees so designated.

    N = No Distribution allowed for any employee.

19-32. General Ledger Account Numbers - Required. 3-7 numeric characters must be entered - enter the first four digits followed by a "RETURN", then the last three (i.e., nnnn-nnn). Distribution is not allowed for these accounts. The same account number may be used for more than one category.

19. Vacation Account Number
20. Holiday Account Number
21. Sick Pay Account Number
22. Special Pay Account Number
23. FICA Account Number
24. Federal Withholding Tax Account Number
25. State Withholding Tax Account Number
26. Other State Tax Account Number
27. City Withholding Tax Account Number
28. Saving Bond Account Number
29. Saving Account Account Number
30. Loan Account Number
31. Garnish Account Number
32. Check Account Number

The question "ANY CHANGE?" is asked to allow for corrections to be made to the screen. If the answer is "Y" (Yes) the program prompts "WHAT #". You will then be positioned to that item on the screen. After making the change, the screen continues to ask "ANY CHANGES?" until the answer is "N". Defaults to "N" on "RETURN", and returns to Initialize P/R System Menu.

SECTION III

SYSTEM NOTES

PAYROLL

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SYSTEM NOTES

PAYROLL

D-BASIC
Release: 001
Date: 02/01/79

A. With your Payroll system (P/R) you will receive 3 diskettes. The contents of each are described below.

1. P/R OBJECT DISKETTE (1015)

This diskette contains all Payroll object code and an $Autostart file.

$DIRECTORY	DECMNT
$AUTOSTART	REVRPT
EMPMNT	REVRP1
DISRPT	PSTHST
OVTSPA	CALWTH
QUARPT	TAKDED
BACKUP	EMPPRT
W2ALGN	EMPPR1
W2PRNT	MANENT
DELEMP	PRCKRG
EMPMN2	MANEN2
EMPMN3	PAYREG
TIMEN3	PTMDIS
PSTHSM	HISRPT
TIMEDT	HISRP1
TIMENT	MANEN3
CALGRS	PAYCLR
MANREG	DEDREG
TIMEN2	DECRPT
SVBREG	PRCHEK
PMNDIS	EMPLST
PRCHE2	PRINIT
PRMENU	PRCTRL

2. P/R SOURCE DISKETTE (1010)

These diskettes contain all Payroll source code.

Source Diskette #1

$DIRECTORY
TIMEN3.Xnn
PSTHSM.Xnn
TIMEDT.Xnn
TIMENT.Xnn
CALGRS.Xnn
MANREG.Xnn
TIMEN2.Xnn
SVBREG.Xnn
PMNDIS.Xnn
PRCHE2.Xnn
DECMNT.Xnn
REVRPT.Xnn
PSTHST.Xnn
CALWTH.Xnn
TAKDED.Xnn
EMPPR1.Xnn
MANENT.Xnn
PRCKRG.Xnn
PAYREG.Xnn
MANEN2.Xnn
PTMDIS.Xnn
HISRP1.Xnn
MANEN3.Xnn
PAYCLR.Xnn
DEDREG.Xnn
EMPPRT.Xnn
DECPRT.Xnn
PRCHEK.Xnn
EMPLST.Xnn
REVRP1.Xnn
HISRPT.Xnn
PRINIT.Xnn
PRMENU.Xnn
PRCTRL.Xnn

* nn is the version number.

Source Diskette #2

$DIRECTORY
EMPMNT.Xnn
DISRPT.Xnn
OVTSPA.Xnn
QUARPT.Xnn
BACKUP.Xnn
W2ALGN.Xnn
DELEMP.Xnn
EMPMN2.Xnn
EMPMN3.Xnn

B. FILE NAMES

All Source programs in our packages are named in the format xxxxxx.Bnn, where x is the program name, B indicates BASIC source and nn is the version of the system. All object code programs use the first 6 characters only.

C. BACKUP P/R SYSTEM

It is highly recommended that both diskettes be backed up before doing anything with the system. The procedure to do this is:

1. Insert your DX-85 Operating System diskette in Drive 0.

2. Enter "LOAD COPYC".

3. Remove your DX-85 System diskette.

4. Insert P/R OBJECT DISKETTE in Drive 0.

5. Insert a new formatted diskette in Drive 1.

6. Enter "G".

7. If the diskette in Drive 1 contains active files, the prompt:

   TARGET DISK (UNIT 1) CONTAINS ACTIVE FILES ENTER G TO CONTINUE.

   is issued. Be sure the diskette in Drive 1 contains no valuable files. See Section 4.2.5 in the D-BASIC/DX-85 manual.

8. Each file will be listed as copied. When backup is complete the screen will display:

   COPY COMPLETE.

9. Remove both diskettes.

10. To backup source diskettes, follow steps 1 through 9 except for item 4 where you insert "PR1 SOURCE" in Drive 0, and then P/R source 2 in Drive 0.

NOTE

This Payroll package includes tables for California State Taxes. For use in other states, the CALWTH and W2PRNT modules must be changed.

D. CREATE RUNTIME P/R

In addition to the P/R System object programs as listed in this section, (A.1,) the P/R system diskette must include:

SYSDnn	DX-85 Operating System
LGO	Interpreter processor
COPYC	Copy Compress

1. Insert DX-85 System diskette (1001) in drive 0.
2. Insert newly formatted diskette in Drive 1.
3. Copy DX-85 from drive 0 to drive 1 (using COPYC as described).

```
FILES ON VOL DX-85      SYSTEM MASTER          CREATED - 122178

   FILE        BOE   EOE      NBR     EOD      T F LEN P    DATE

$DIRECTORY       0    15       16    16 000   S F 064     122178
SYSD__          16    49       34    49 353   L V 000
FORMAT          50    55        6    55 045   S V 000
FLS             56    62        7    62 331   S V 000
DSCAN           63    66        4    66 114   S V 000
COPYD           67    70        4    70 206   S V 000
COPYC           71    76        6    76 427   S V 000
  .              .                              .
  .              .                              .
  .              .                              .
FPRINT          87    90        4    90 501   S V 000
EDIT            91   113       23   113 439   S V 000
LGO            114   141       28   141 459   S V 000
DBASIC.OV0     142   145        4   145 256   S V 000
DBASIC.OV1     146   161       16   161 369   S V 000
DBASIC.OV2     162   183       22   183 295   S V 000
DBASIC         184   205       22   205 313   S V 000
PATCH.BAS      206   206        1   206 215   P V 000
VMOVE.SRC      207   208        2   208 257   P V 000
VCOPY.SRC      209   210        2   210 351   P V 000
JCOPY.SRC      211   213        3   213 075   P V 000
VMOVE          214   215        2   215 212   O V 000
VCOPY          216   217        2   217 297   O V 000
JCOPY          218   219        2   219 433   O V 000
ENTER COMMAND  (L-LIST,D-DELETE,S-SPACE,E-EXIT,U-UNIT)
D JCOPY,VCOPY,VMOVE,JCOPY.SRC,VCOPY.SRC,VMOVE.SRC
```

4. Using the FLS utility, delete all files from disk 1 except the following:

SYSDnn
LGO
COPYC

5. Copy P/R object code and $Autostart files.

   a. Enter "LGO".

   b. Enter "JCOPY".

   c. Remove Diskette from drive 0.

   d. Insert P/R OBJECT Diskette in drive 0.

   e. The system will display:

      ENTER SOURCE UNIT, DESTINATION UNIT

   f. Enter 0,1.

   g. The system will copy all P/R object programs from 0 to 1. While copying each program, the screen will display the program name copied.

```
: LGO
LGO: JCOPY


ENTER SOURCE UNIT,DESTINATION UNIT    0,1
COPIED FILE     EMPMNT
COPIED FILE     DISRPT
COPIED FILE     OVTSPA
COPIED FILE     QUARPT
COPIED FILE     BACKUP
COPIED FILE     W2ALGN
```

6. The $AUTOSTART file is included on the P/R OBJECT Diskette. This information consists of a call to the LGO interpretor processor and PRMENU, the Master Payroll menu. The presence of this file also prompts for date and time when loading the system. See Section 4.1 in the DX-85 D-BASIC Manual for further explanation.

7. If it is necessary to change source programs and compile onto your runtime P/R system diskette:

   a. Make sure original source is backed up.

   b. See Section 4.2 in the DX-85 D-BASIC manual for use of EDIT in changing source code.

   c. See Section 4.3 for use of D-BASIC in compiling, testing and debugging.

E. DISK SPACE REQUIREMENTS

Required disk space for Payroll depends on the number of employees and their pay frequencies.

The following table shows the maximum number of employees for a pay period and the required blocks. If you mix pay frequencies (i.e., 20 employees paid daily, 80 employees paid weekly, 10 paid monthly), to estimate the diskspace run the Initialization Program, #15 on the Master Menu.

EMPLOYEES PAID	MAXIMUM # OF EMPLOYEES	BLOCKS REQUIRED
Daily	66	908
Weekly	143	900
Bi-Weekly	169	905
Semi-Monthly	170	900
Monthly	185	905
Quarterly	194	900

LINE NUMBER CONVENTIONS

There are standard places in all the Basic programs where certain types of statements are placed. Therefore, when you pick up any program you know immediately where to look to find many types of code. These are outlined below.

LINE #'s 1-50: Program Title and a brief description.

LINE #'s 90-999: Data Section. All of the DATA statements will appear here.

LINE #'s 1000-1099. Top level Section. The top level logic of the program appears here usually in the form of several GOSUBS that perform the major tasks to be done in the program.

LINE #'s 1100-1199: Initialization Section. Any initial values of variables are assigned here, files are opened, and subroutines initialized.

LINE #'s 1200-5999: Main logic of program. These will appear as modularized routines that perform a specific task.

LINE #'s 6000-6499: Input subroutine. This subroutine accepts data from the video terminal, edits it, and redisplays it in some cases.

LINE #'s 6500-6999: Message Subroutine. Displays various WAIT messages on the screen.

LINE #'s 7000-7499: Wait Subroutine. Displays various WAIT messages on the screen.

LINE #'s 7500-7999: Position Subroutine. Positions cursor on screen, and optionally erases to end of screen or end of line.

LINE #'s 8000-8499: Menu Subroutine. Displays Master File Maintenance or TRX File Menu and accepts selection from screen.

** OR IN PRINT PROGRAMS **

LINE #'s 8000-8499: Print Subroutine. Prints Title, Legends and Headings for reports. Then prints individual lines keeping track of line count and page numbers and automatically handles top of forms.

LINE #'s 8500-8999: Any Change Subroutine. Displays "ANY CHANGE ?" and "WHAT # ?" at bottom of screen and accepts answers.

*** INPUT PROGRAMS ***

LINE #'s 9000-9499: Display Subroutine. Formats dates, dollar field and number fields and displays them on the video terminal.

** OR IN PRINT PROGRAMS **

LINE #'s 9000-9499: Start-End Number Subroutine. Displays and enters data from screen concerning what the starting and ending numbers are of a report to be printed.

LINE #'s 9500-9999: Print Display Subroutine. formats dollar fields and number fields and puts them in the print line in a specified position.

** ALL PROGRAMS **

LINE #'s 10999-11999: ISAM Subroutine. Opens and closes ISAM files, writes, rewrites, reads Inext for sequential read and deletes. This is an external subroutine which is "CALL"ed by all programs using ISAM files. Parameters passed are:

C% Logical file unit.
F$ File name.
K$ Key area.
M$ Record area.
O% Option

1=Add a record
2=Read a record
3=Rewrite a previously read record
4=Delete a record
5=Read next sequential record
6=Close ISAM file pair
7=Position to beginning of file and read first record
8=Open ISAM file pair

L1% Data file unit.
L2% Index file unit.
E2 Error return code.
M% Mode for open and close.

SECTION 4
SYSTEM LOGIC

SECTION IV

SYSTEM LOGIC

PAYROLL

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System Logic Flow

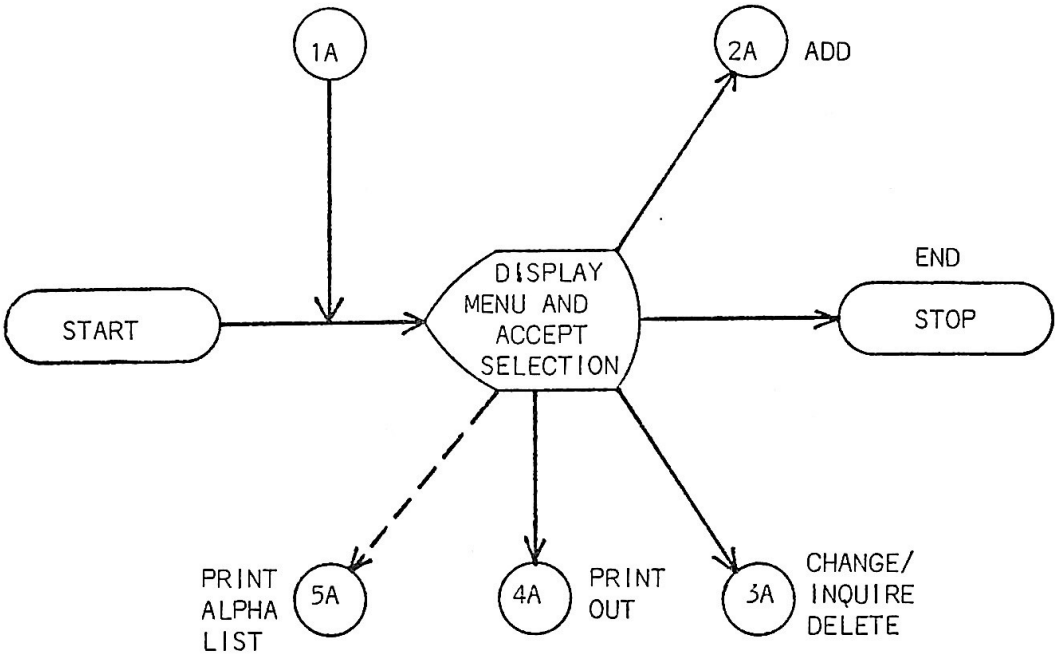
D-Basic

Release: 001

Date: 2/1/79

Payroll

Standard Master File Maintenance



First, the menu is displayed and one of the following selections is allowed:

1. Add
2. Change/Inquire
3. Delete
4. Print-out

Or "END" may be typed to end the entire program.

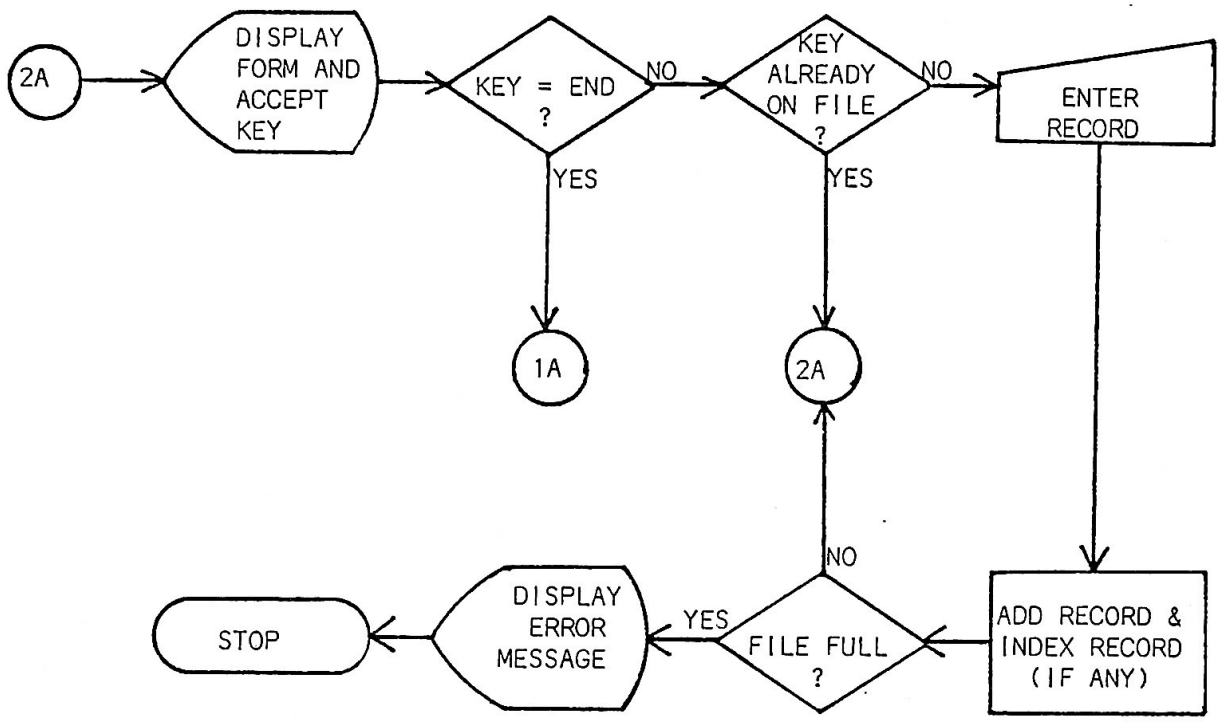
If Add is selected, see page 2.

If Change/Inquire or Delete is selected, see page 3.

If Print-out is selected, see page 4.

If Print Alpha List is selected, see page 5.

When "END" is typed the program stops and returns to system menu.



The full VDT format is displayed, and the key is accepted.

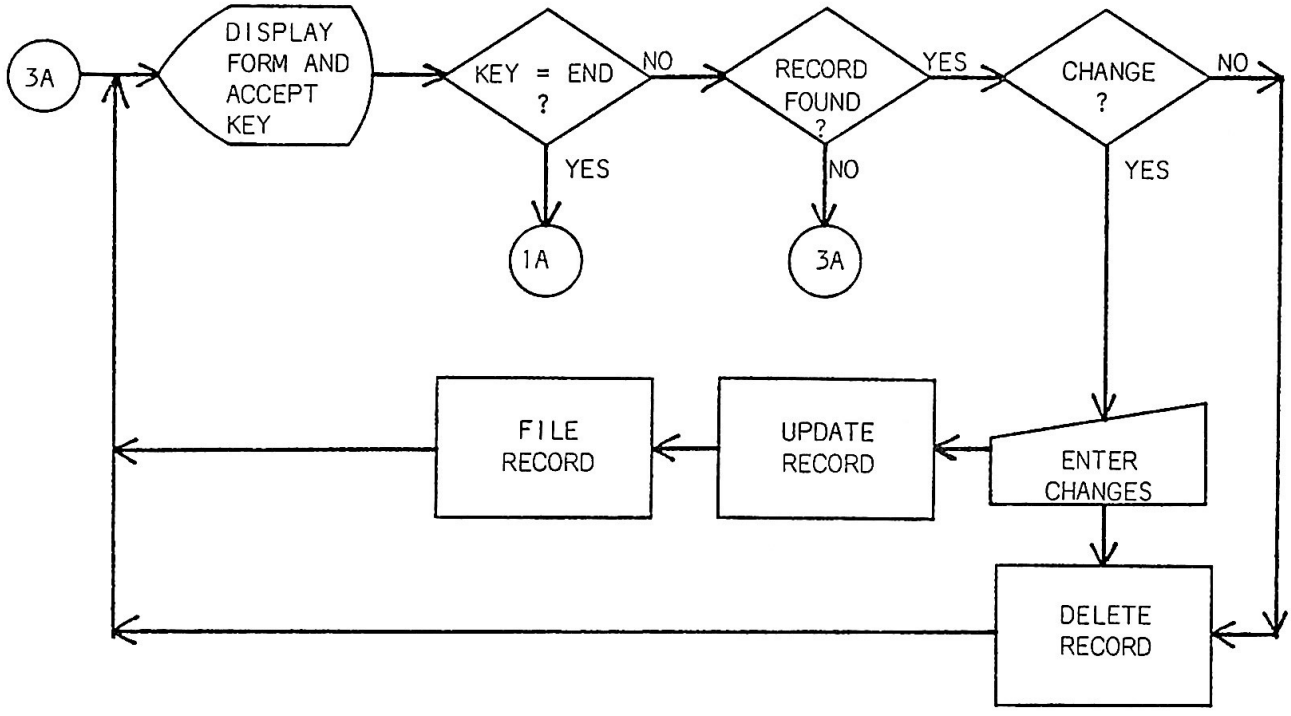
If "END" was typed, the program returns to the menu (page 1).

Otherwise, the program checks to make sure the key is not already on the file. (If it is, an error message is displayed and a new key must be entered.)

The full record is then entered, with editing thru the "ANY CHANGE ?" and "WHAT # ?" modes.

The record is then added to the file. If the file is not full (checking the maximum record count in the control record of the file), the program returns to display the VDT format for the next record (or "END"). If the file is full, a message is displayed and the program stops.

When "END" is entered, the menu is redisplayed.



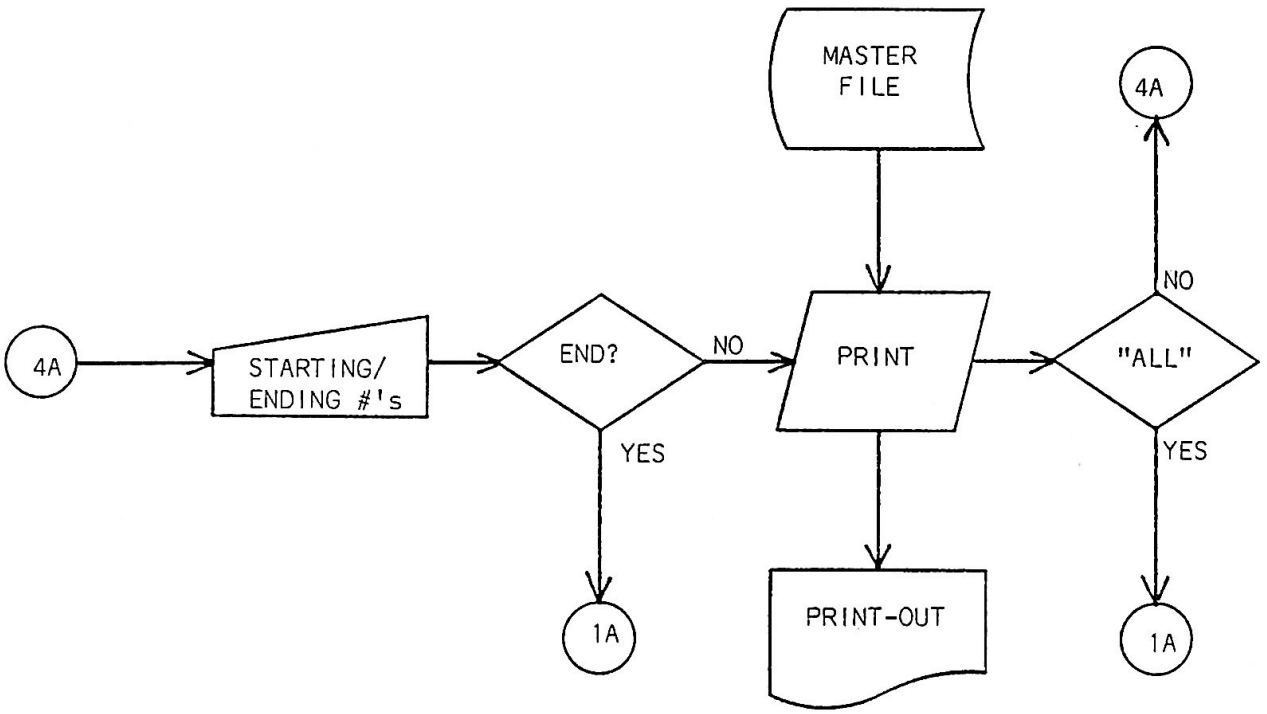
The full VDT format is displayed, and the key is entered. (If "END" is typed, the program returns to the menu (page 1).)

The record is found and displayed on the screen. (If it is not found, an error message is displayed and a new key must be entered.)

If in Change mode, any changes are entered thru "ANY CHANGE ?" and "WHAT # ?". (In Inquire mode no changes are entered.) The record is then updated on the file, and the program returns to redisplay the full VDT format and accept another key (or "END").

In Delete mode, after displaying the record, the question "IS THIS THE RIGHT RECORD ?" is asked. (If not, a new key must be entered.) After verifying the right record, the record is deleted and the full VDT format is displayed for another key (or "END").

PRINT-OUTS:

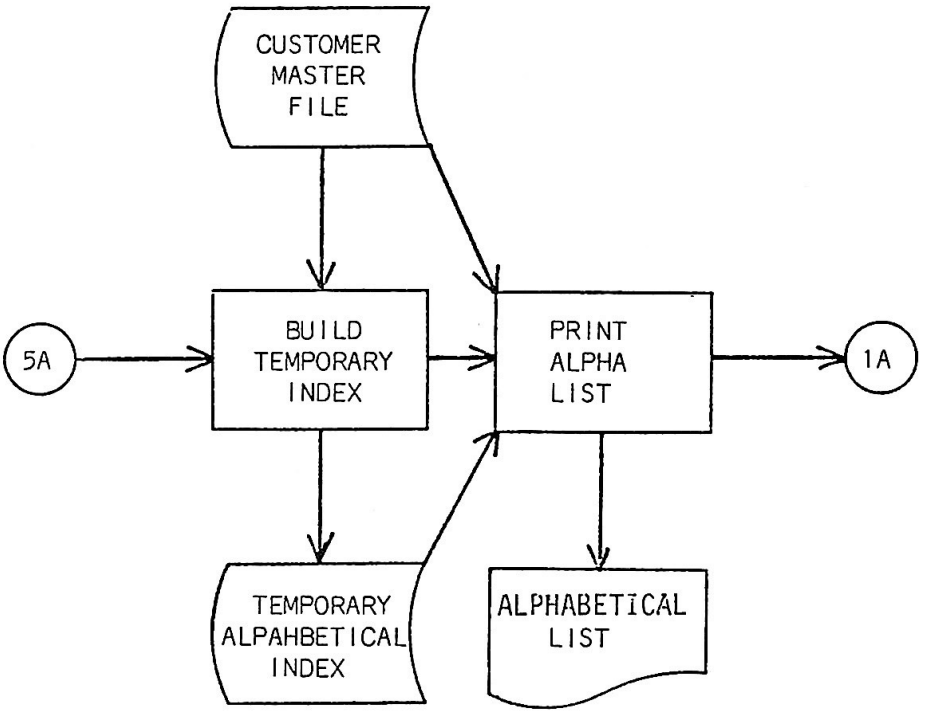


When Print-Out is selected the print program starts, and the starting and ending numbers for printing (or "ALL") may be entered.

The report is then printed from the starting to ending numbers or; if "ALL" was selected, the entire file is printed.

If "ALL" was selected, the program returns to the menu (page 1). Otherwise, another starting and ending number sequence may be entered. "END" may also be entered to stop printing and return to the main menu.

PRINT ALPHABETICAL LIST:

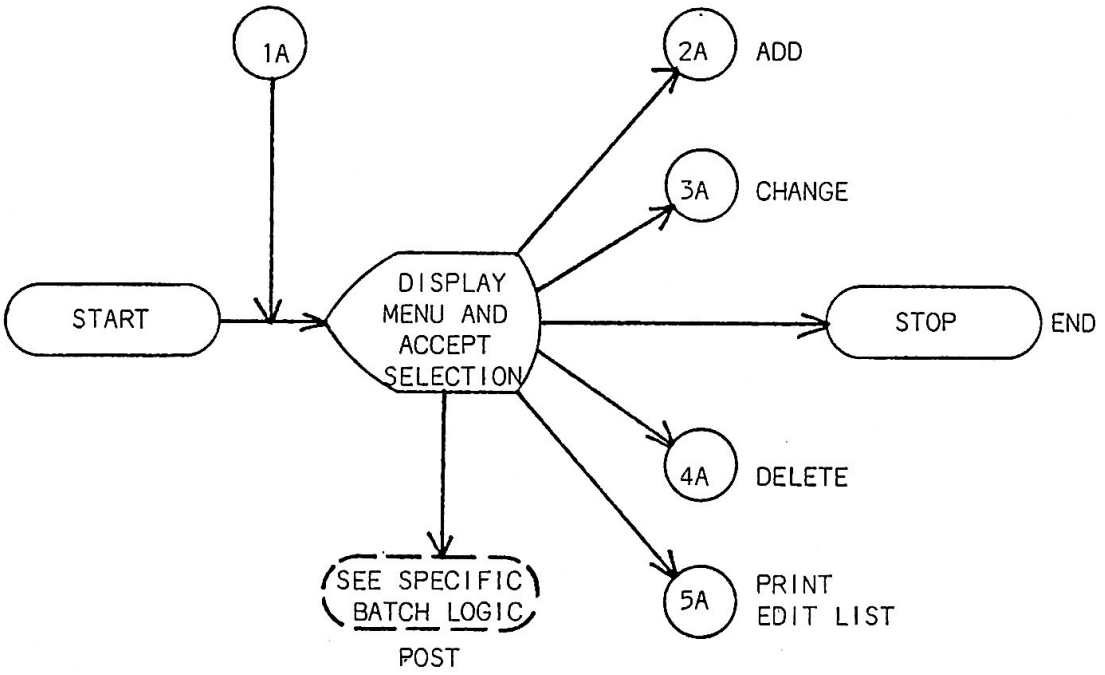


A temporary index file is created (FDPR8) which automatically arranges it's alpha key in alphanumeric order (an FMS file).

The Alphabetical List is printed using the alphabetical index on the Customer Master file.

NOTE:

This part of the STANDARD MASTER FILE MAINTENANCE module is optional; however, most master files have an accompanying Alphabetical List.



First, the menu is displayed and one of the following selections is allowed:

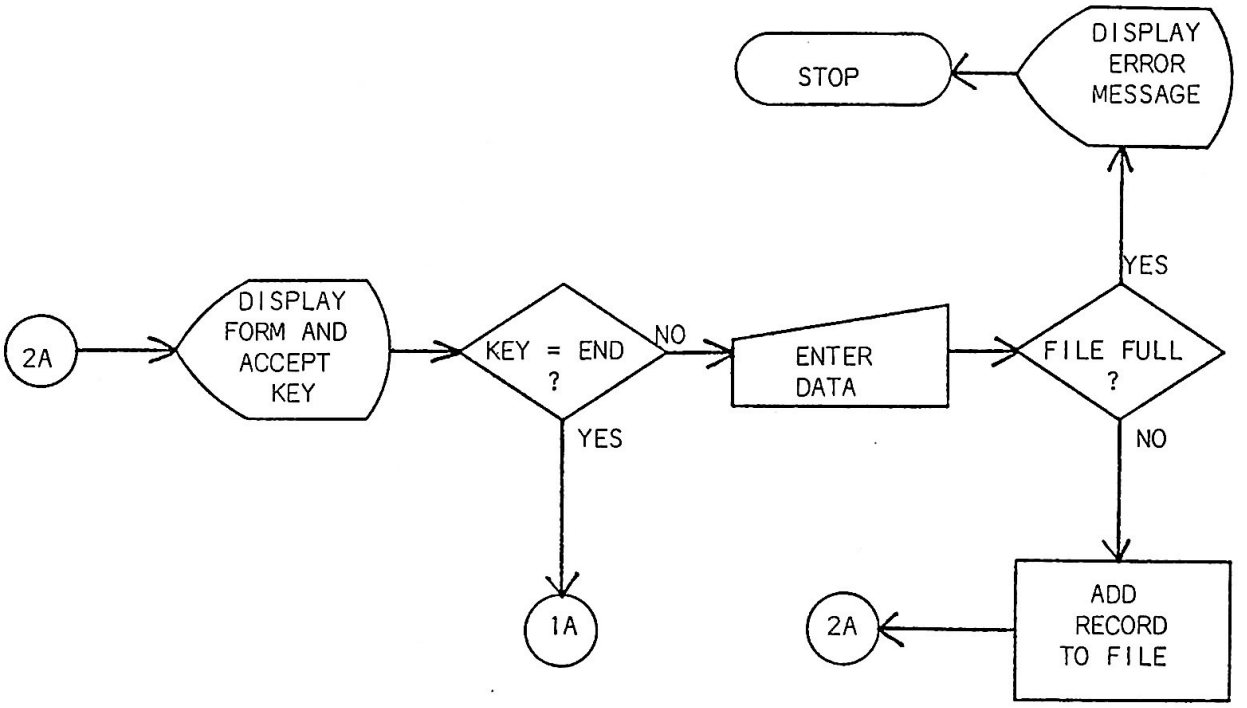
1. Add
2. Change
3. Delete
4. Print Edit List
5. Post Transactions

"END" may be typed to end the entire program.

See indicated pages for processing appropriate to Add, Change/ Inquire, Delete, and Print Edit List.

When Post Transactions is selected the Transactions are posted to the main File(s) according to the specific logic flow for each posting program(s). (See separate System Logic Flow for each individual posting flow.)

ADDITIONS:

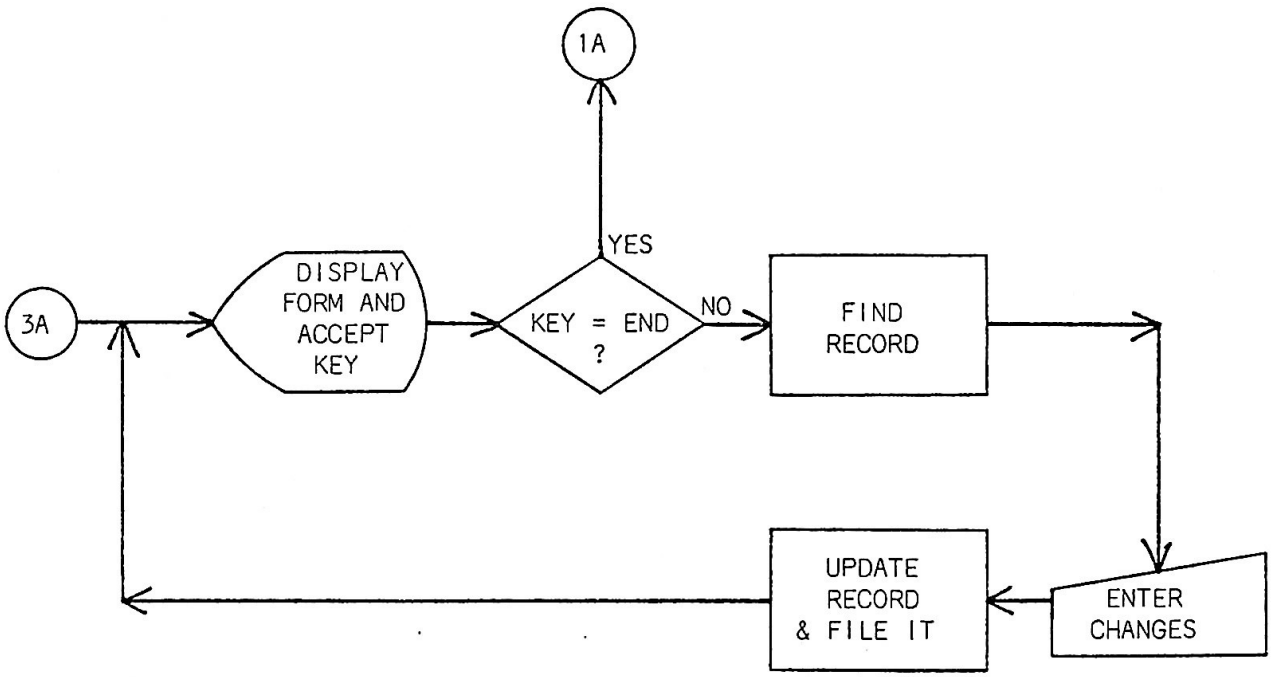


The full VDT format is displayed and the record is accepted. (If "END" is typed in the first field, the program returns to the menu on page 1.)

The record is added to the file. Unless the file is full, the program re-displays the full VDT format and accepts another record (or "END").

If the file is full, a message is displayed and processing stops.

CHANGES:



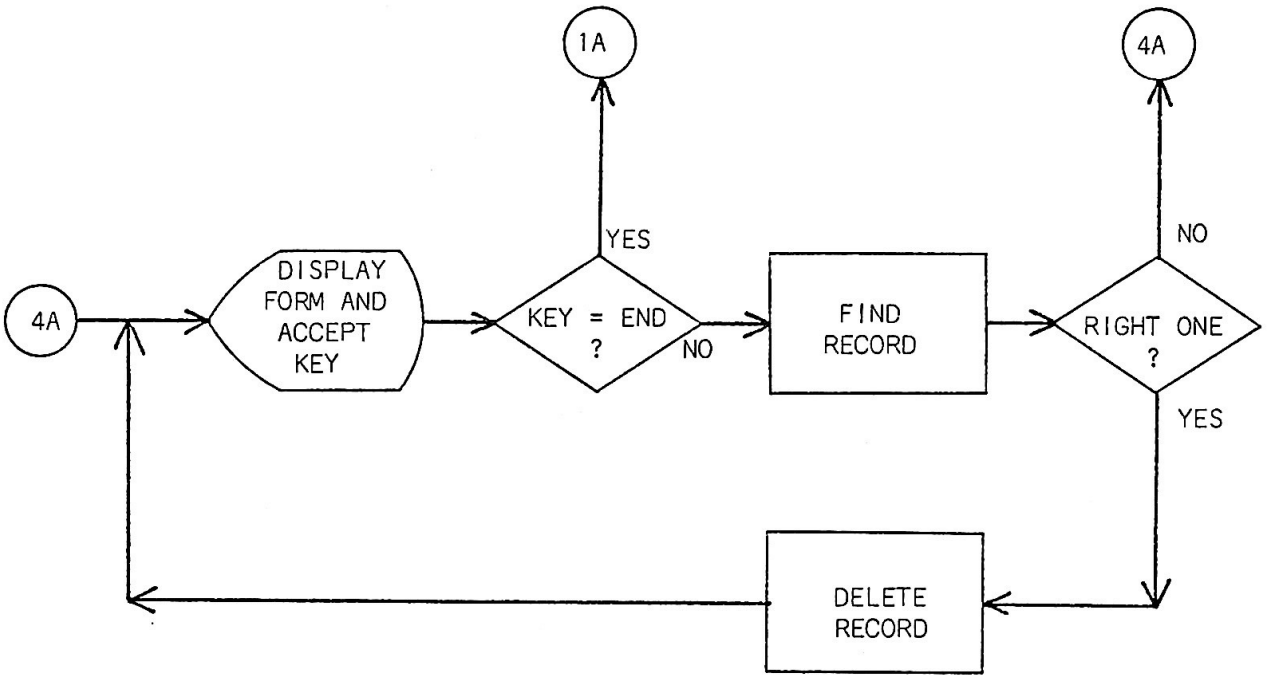
When Change or Delete is selected, the full VDT format is displayed.

Then, the key of the record being sought is entered. (If "END" is typed, the program returns to the menu (page 1.).)

The program finds the record and displays its contents on the screen. If the record is not found, an error message is displayed, and a new key must be entered.

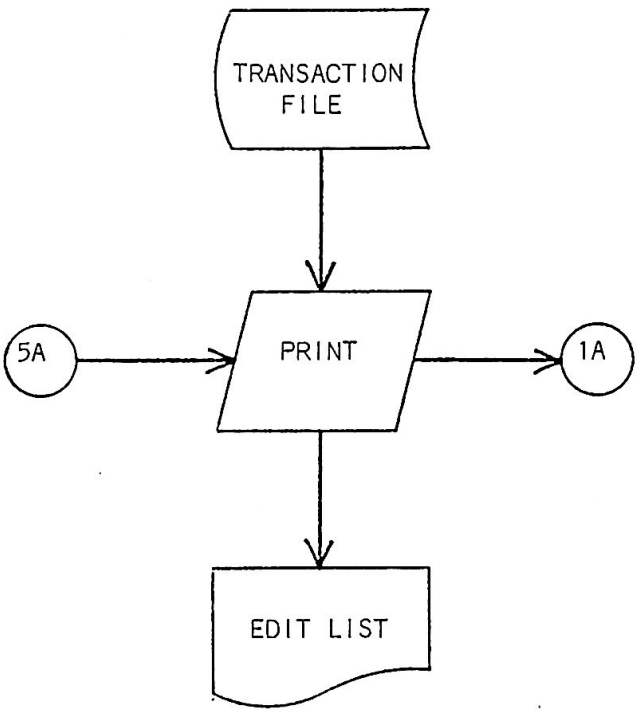
Changes are entered thru "ANY CHANGE ?" and "WHAT # ?". The record is then updated on the file, and a new key may be entered, or "END" may be typed to return to the menu (page 1).

DELETIONS:



The record is found using the same method as on a change. After verifying the right record, the record is deleted and a new key may be entered, or "END" may be typed to return to the menu (page 1).

EDIT LIST:

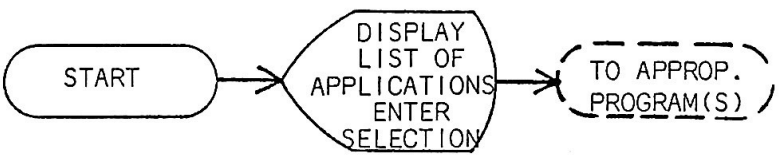


The Edit List is printed from the Transaction file and control returns to the main menu.

System Logic Flow

Payroll

Master Menu for Program Selection (PRMENU)



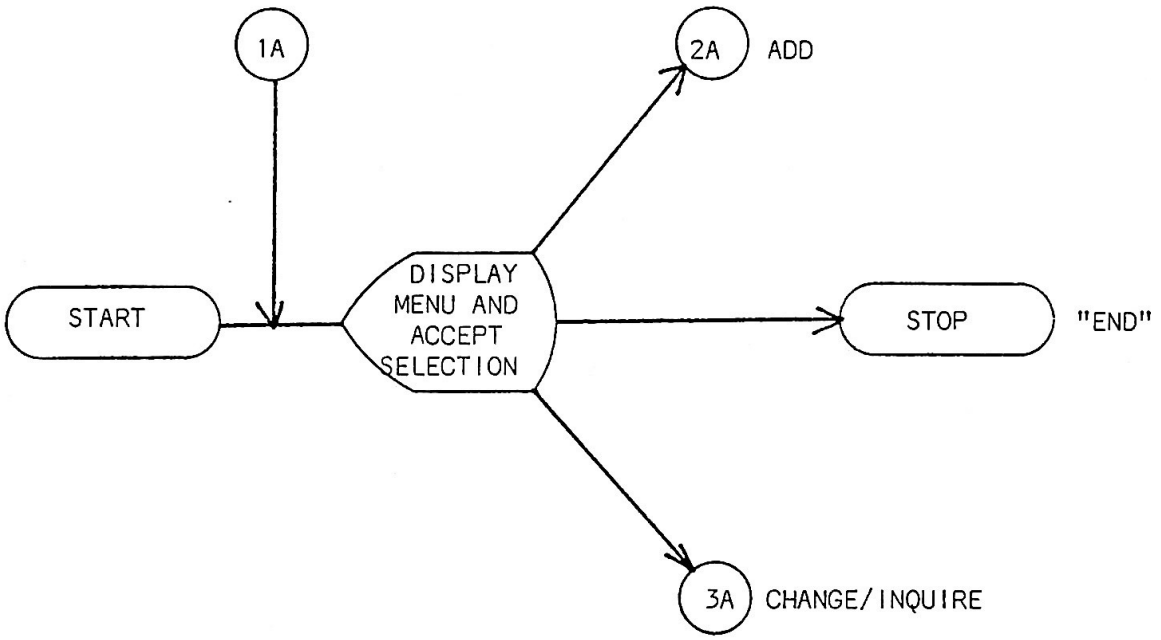
The Main Menu (VTPR1) is displayed.

The selection is accepted and processing continues with the appropriate program.

System Logic Flow

Payroll

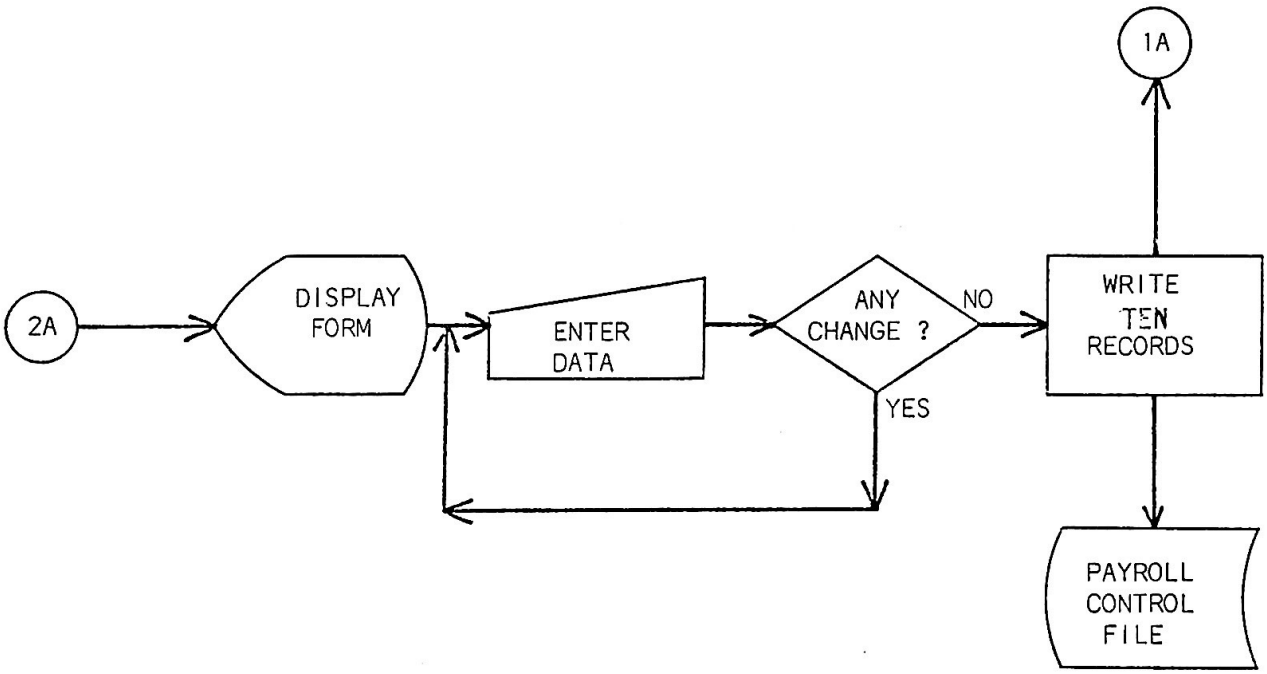
Payroll Control File Maintenance (PRCTRL)



The menu (VTPR1. pg. 1) and one of the following selections is accepted:

1. Add new control records.
2. Change/Inquire control records.

See indicated pages for appropriate processing.



The screen is displayed (VTPR1, pg. 2), data is entered and changes are accepted.

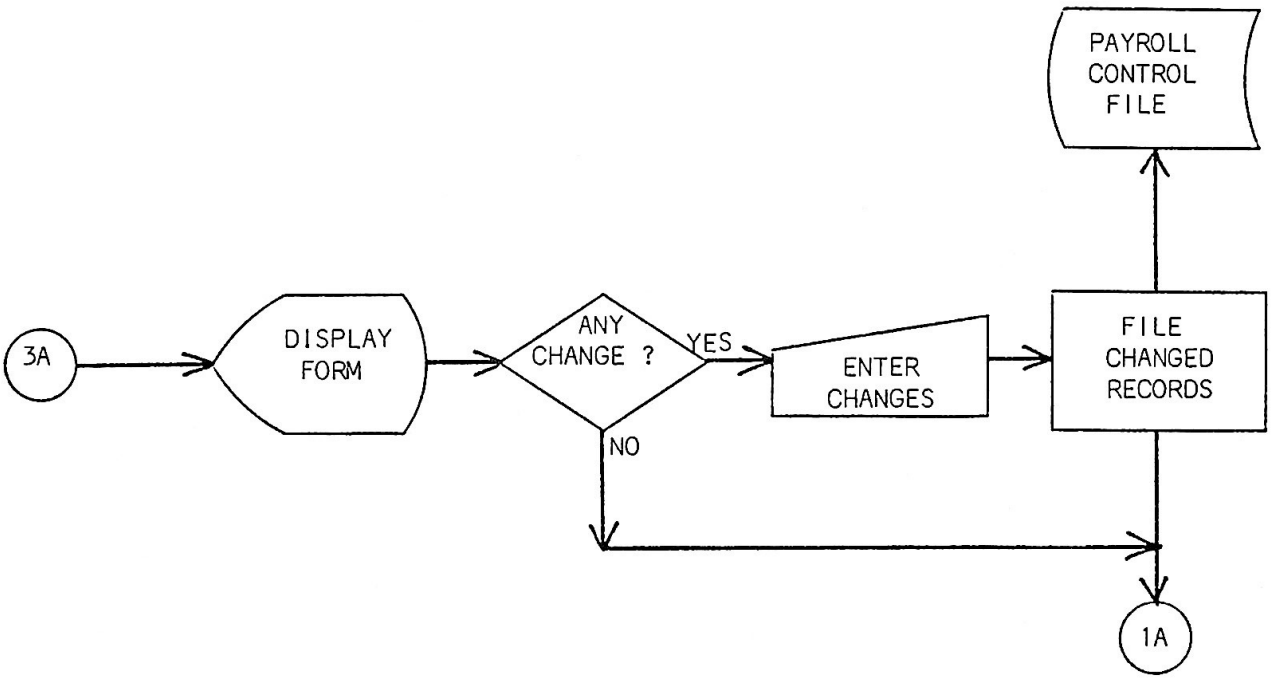
Ten records are written back during a short wait.

"END" may be typed in the first field to return to the menu. This will also occur upon the completion of writing back the new record.

System Logic Flow

Payroll

Payroll Control File Maintenance (PRCTRL)



The data from the payroll control records are displayed. If any changes are desired, they are made to individual elements. All records, including changed records, are written back after a short wait.

When the display and any changes are complete, program returns to the menu.

(See also FDPR1.)

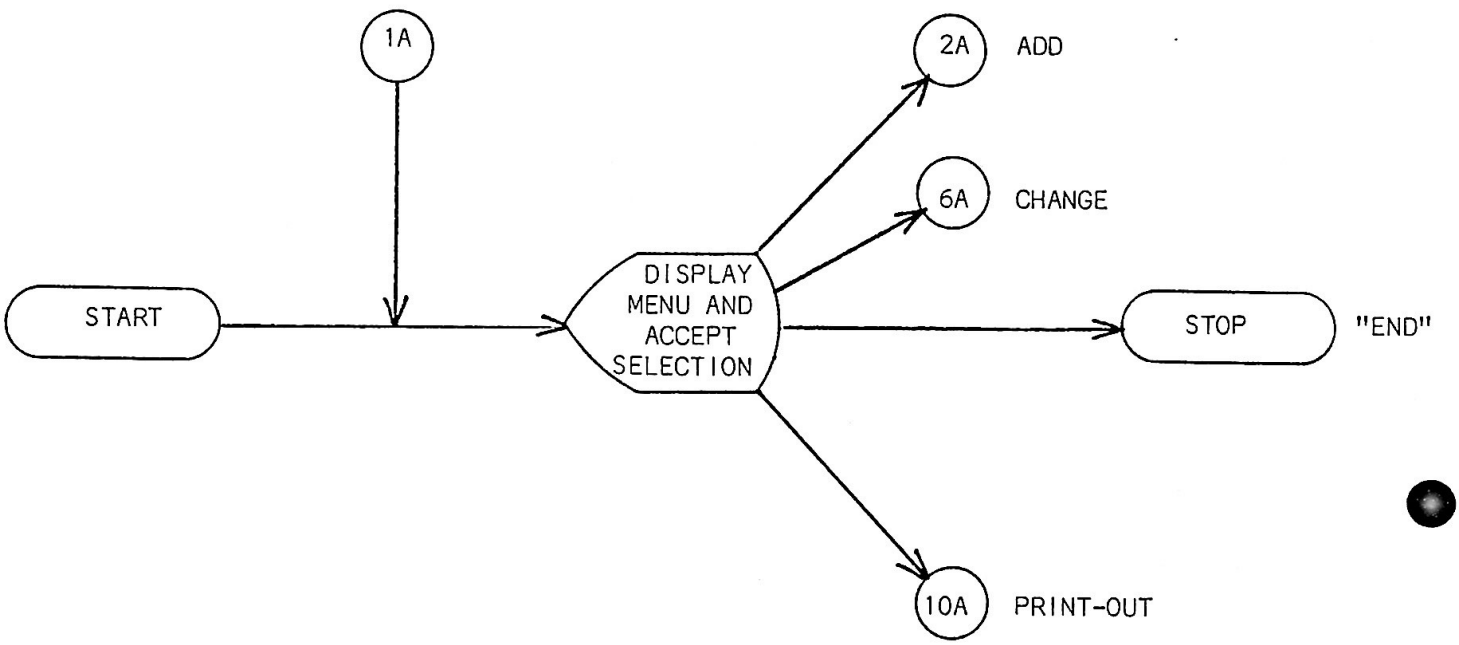
Same as Standard Master File Maintenance module.

(See VTPR3, pp. 1 & 2; RPTPR1, p.1.)

System Logic Flow

Payroll

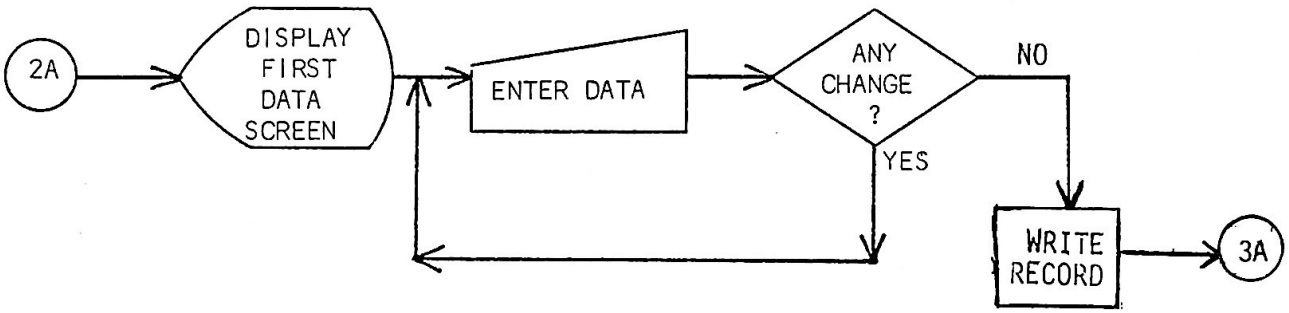
Employee File Maintenance (EMPMNT)



The menu (VTPR4, p. 1) is displayed and one of the following selections is accepted:

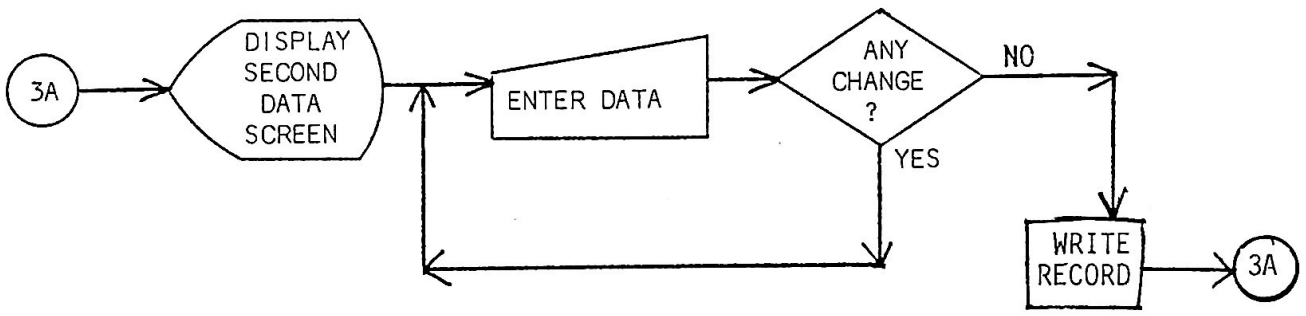
1. Add New Employees
2. Change/Inquire Employees
3. Print-Out Employees
4. Print Alphabetical List

See indicated pages for appropriate processing.



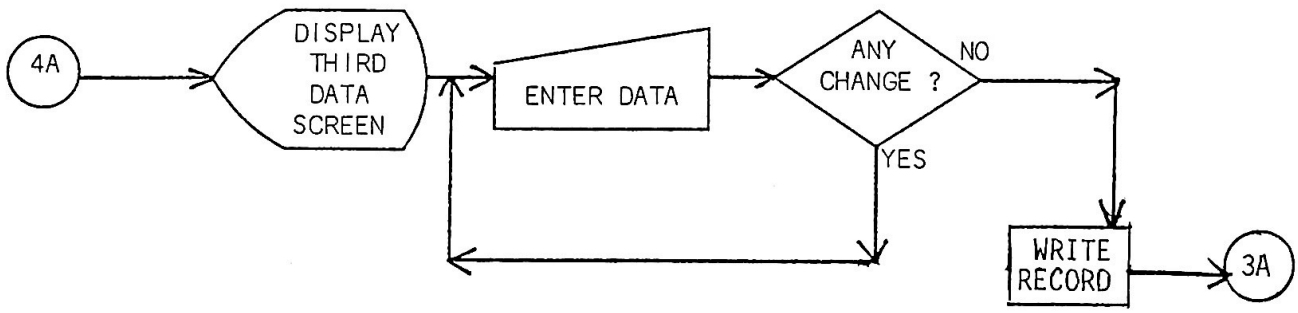
The first screen of employee data (VTPR4, p. 2) is entered and changes are accepted.

Record is written to the employee file.



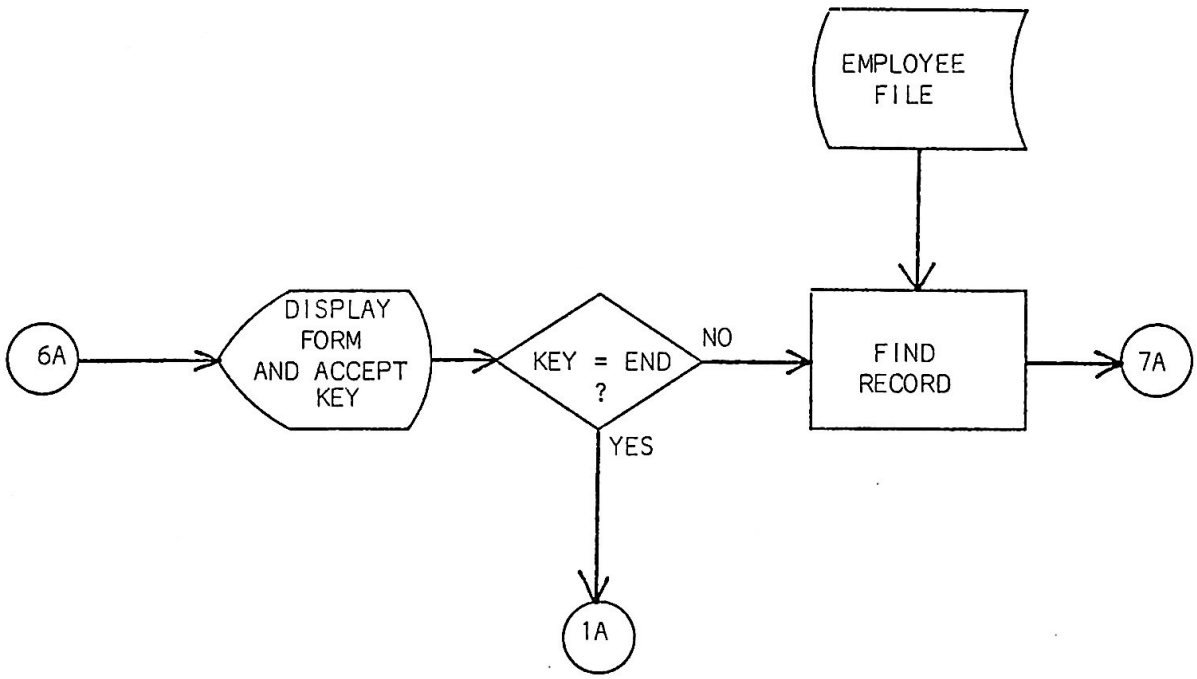
The second data screen (VTPR4, p. 3) is displayed and changes are accepted.

Record is written to the employee file.



The third data screen (VTPR4, p.4) is displayed and changes are accepted.

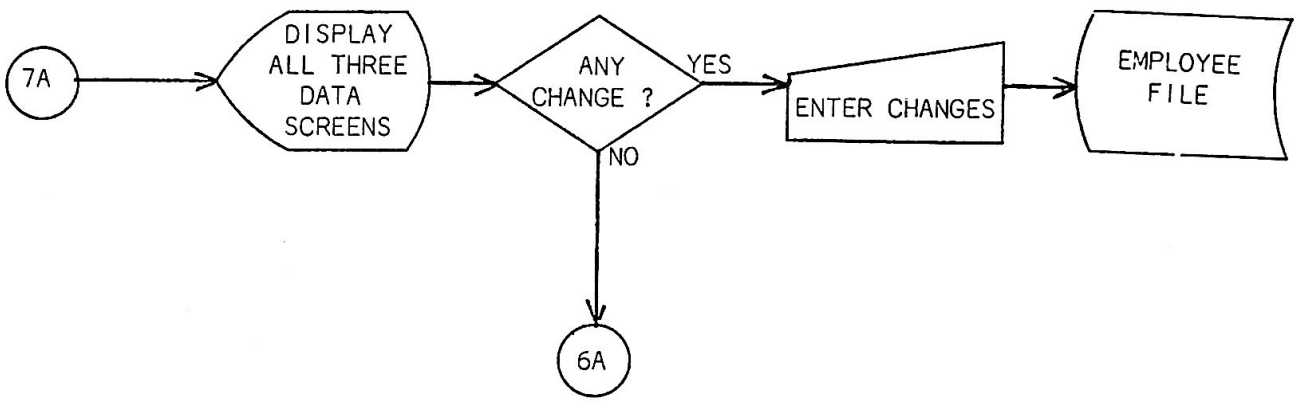
Record is written to the employee file and a return is made to the menu.



The record form is displayed (first data screen) and employee number key is accepted.

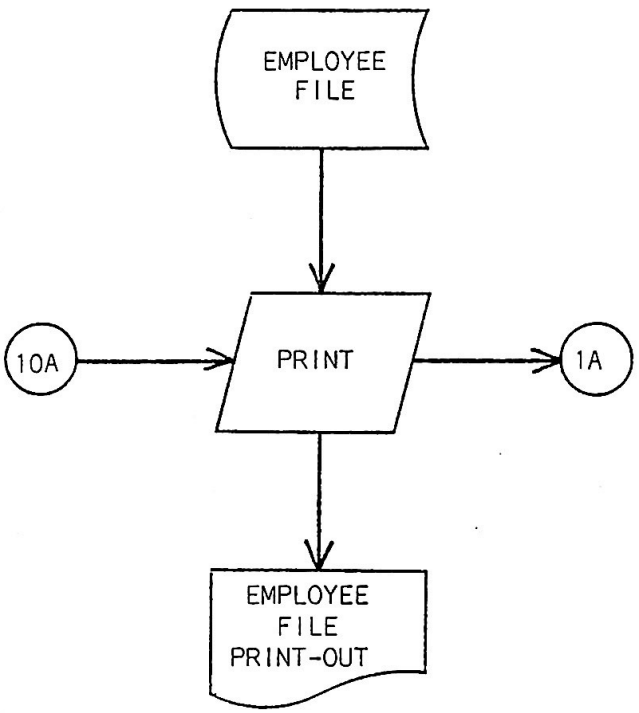
If the key is "END", control returns to the main menu (VTPR4, p.1).

The employee record is found.

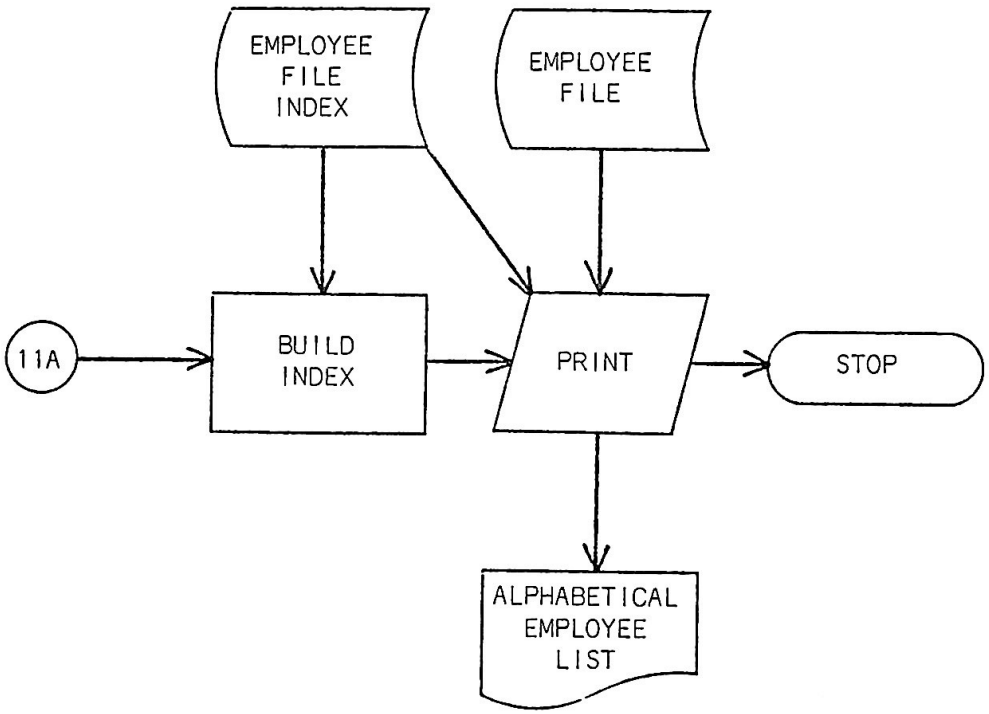


The data from the employee record is displayed in three screens. If any changes are desired, they are made as the element to be changed appears. The appropriate employee files are updated by writing back the changed records. The third data screen allows no changes to be made to these records.

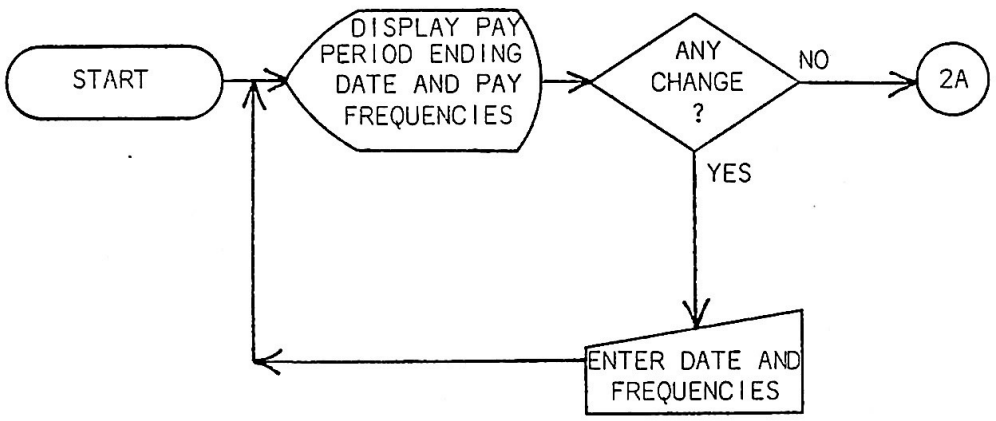
When the display and changes are complete, another record may be selected. (See VTPR4, pp. 2-4).



The Employee File Print-Out (RPTPR2) is produced using the Employee file.(FDPR3).

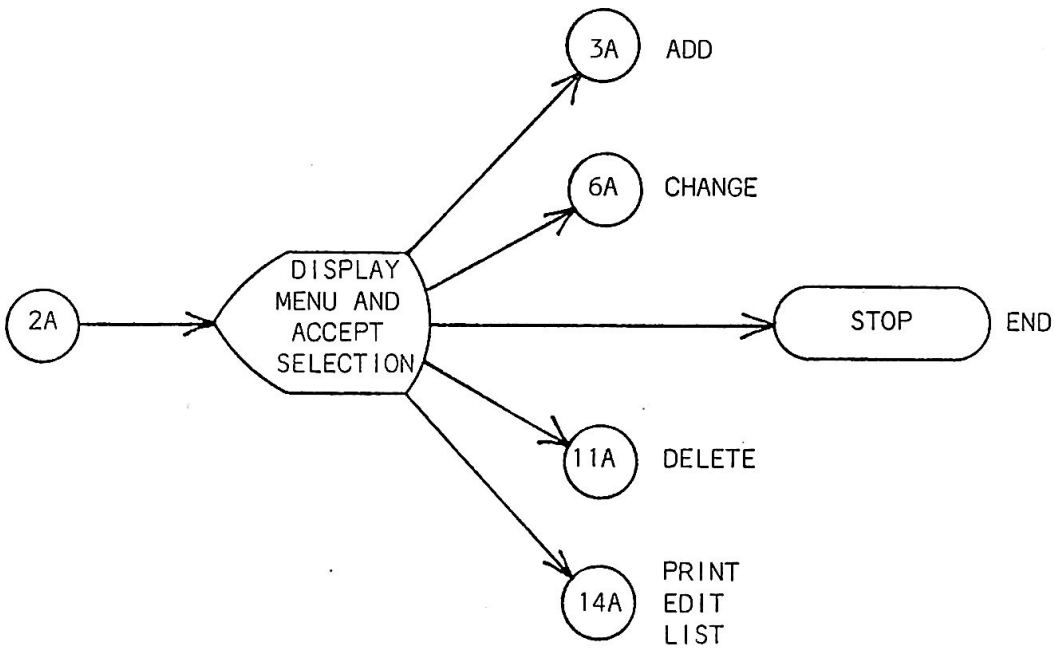


A temporary index (FDPR5) is created using the Employee file (FDPR3), then the print out (RPTPR3) is produced.



The pay period ending date and pay frequencies are displayed (VTPR5, p. 1), and changes are allowed.

If no pay period ending date has been entered, a request is displayed to enter it and pay frequencies.

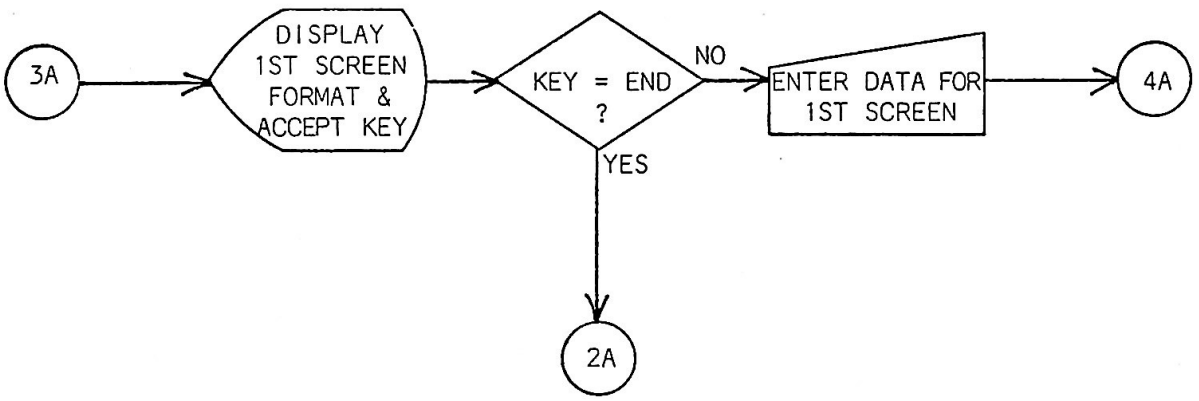


The menu (VTPR5, p. 2) is displayed and one of the following selections is allowed:

1. Enter (ADD) New Transactions
2. Change Existing Transactions
3. Delete Existing Transactions
4. Print Transaction Edit List

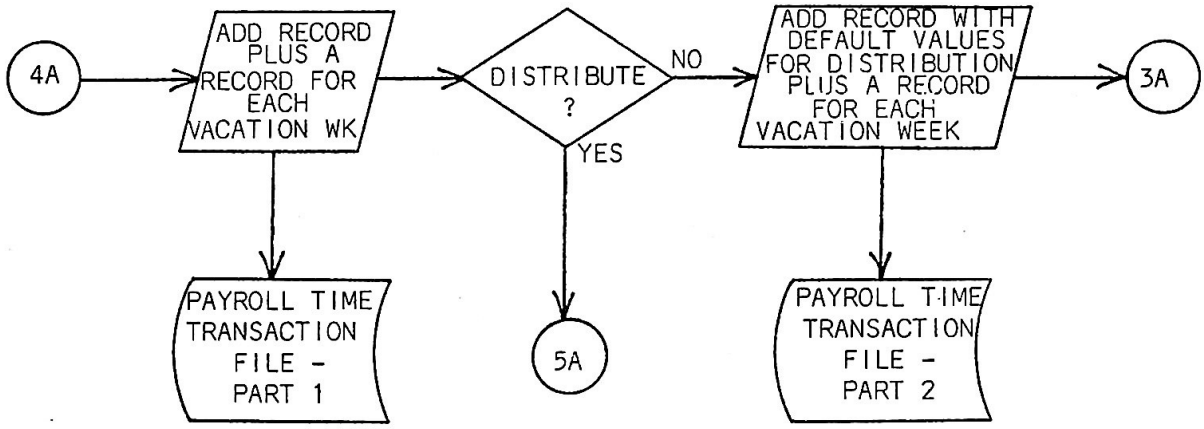
See indicated pages for the processing appropriate to each selection.

"END" may be entered to terminate processing.



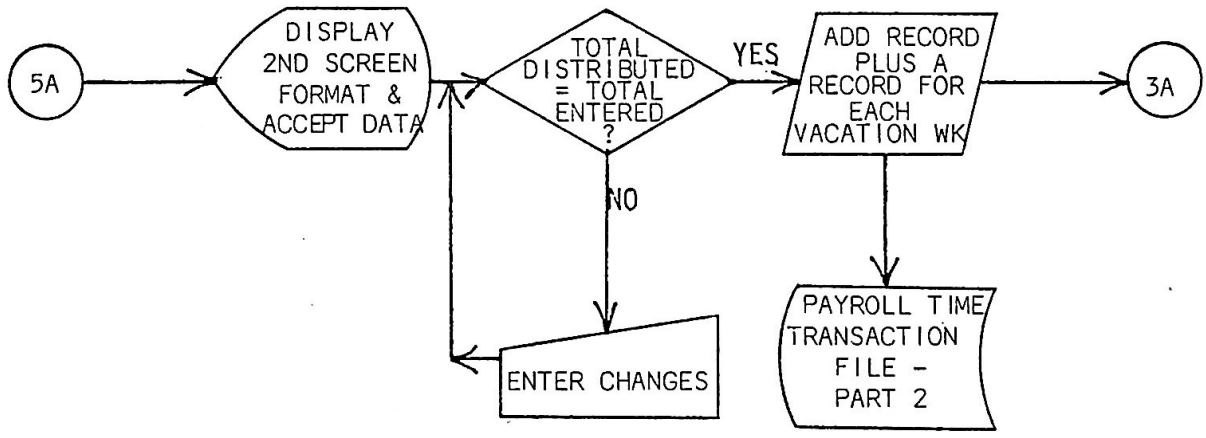
The full VDT format (VTPR5, p. 3) is displayed and the key is accepted. (If "END" is typed in the first field, the program returns to the menu (page 2)).

Data for the first screen (VTPR5, p. 3) is entered.


4A
ADD RECORD PLUS A RECORD FOR EACH VACATION WK
DISTRIBUTE ?
NO
YES
ADD RECORD WITH DEFAULT VALUES FOR DISTRIBUTION PLUS A RECORD FOR EACH VACATION WEEK
3A
PAYROLL TIME TRANSACTION FILE - PART 1
5A
PAYROLL TIME TRANSACTION FILE - PART 2

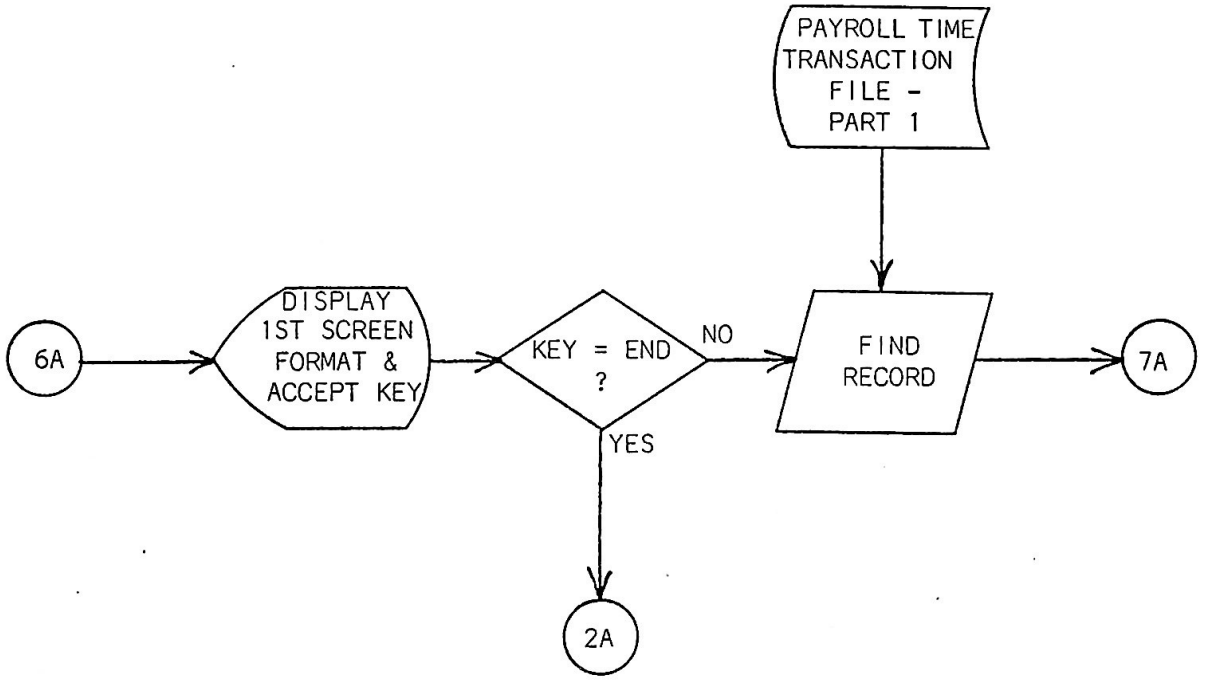
The record with the data entered for the first screen (VTPR5, p. 3) is added to the Payroll Time Transaction file - Part 1 (FDPR6) plus a record is added for each week of vacation.

A check is made to see if distribution is desired. If not, distribution values are defaulted to, and the record is added to the Payroll Time Transaction file - Part 2 (FDPR7) plus a record is added for each week of vacation.



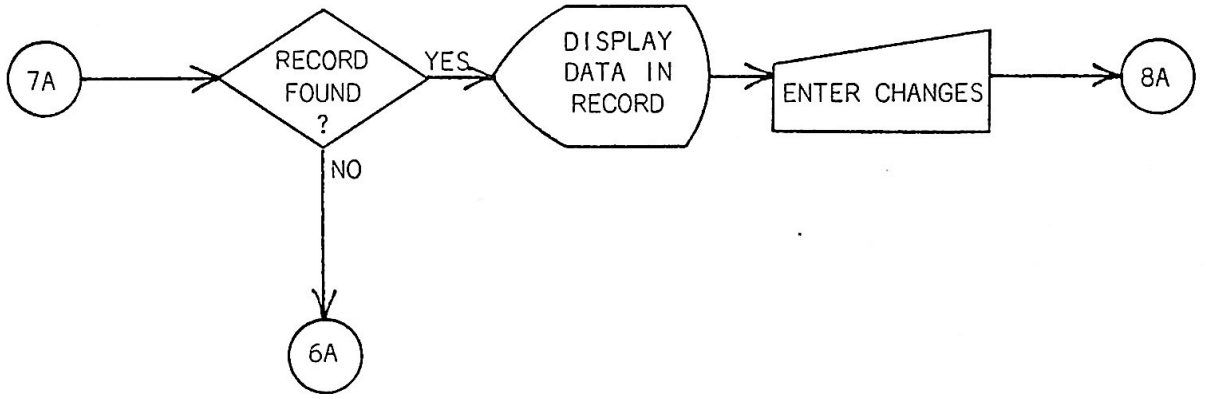
The full VDT format (VTPR5, p. 4) is displayed and the data is entered.

A check is made to see if the total distributed equals the total entered. If not, changes are entered. If so, the record is added to the Payroll Time Transaction file - Part 2 (FDPR7) plus a record is added for each week of vacation.

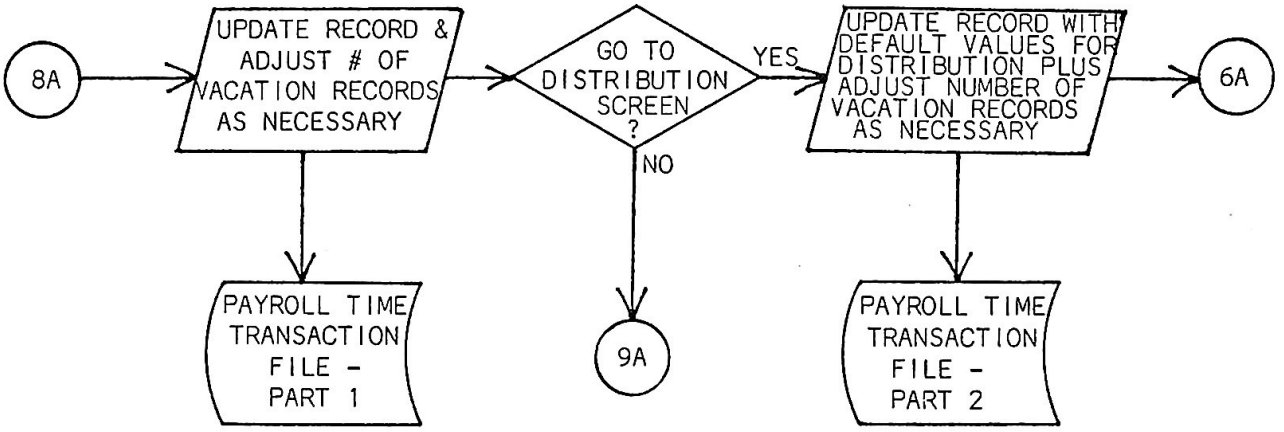


The full VDT format (VTPR5, p. 3) is displayed and the key is accepted. (If "END" is typed in the first field, the program returns to the menu (page 2)).

The record in Payroll Time Transaction file - Part 1 (FDPR6) is found.

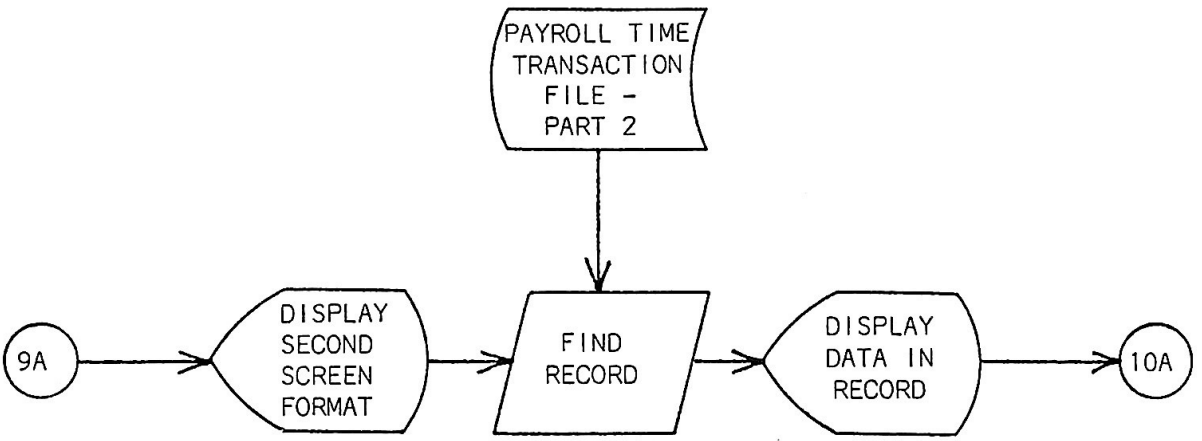


If the record is found, the data is displayed and changes are entered.


8A
UPDATE RECORD & ADJUST # OF VACATION RECORDS AS NECESSARY
GO TO DISTRIBUTION SCREEN ?
YES
NO
UPDATE RECORD WITH DEFAULT VALUES FOR DISTRIBUTION PLUS ADJUST NUMBER OF VACATION RECORDS AS NECESSARY
6A
PAYROLL TIME TRANSACTION FILE - PART 1
9A
PAYROLL TIME TRANSACTION FILE - PART 2

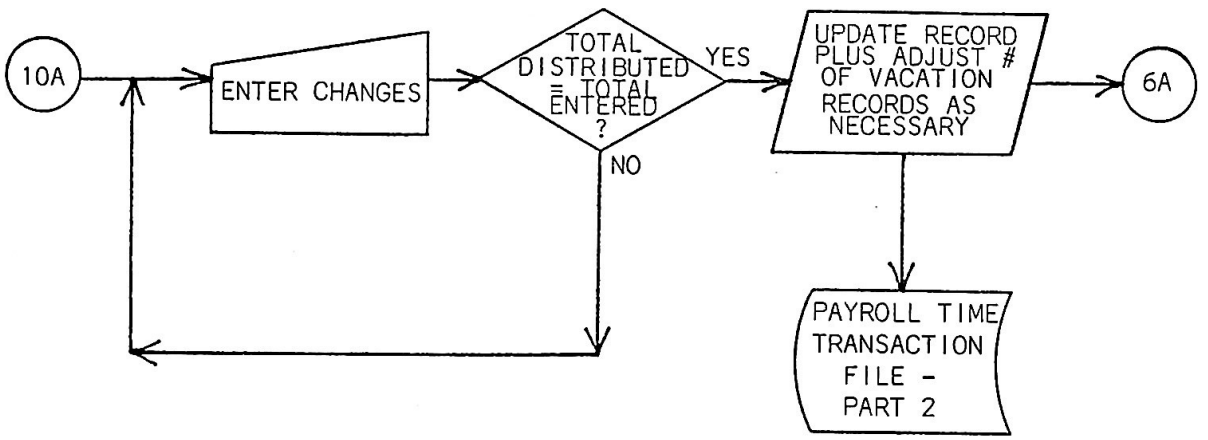
The record as changed is updated in the Payroll Time Transaction file - Part 1 (FDPR6) and the number of vacation records adjusted as necessary.

A check is made as to whether to go to the distribution screen (VTPR5, p. 4). If not, distribution values are defaulted to, and the record is updated in the Payroll Time Transaction file (FDPR7) and the number of vacation records are adjusted as necessary.

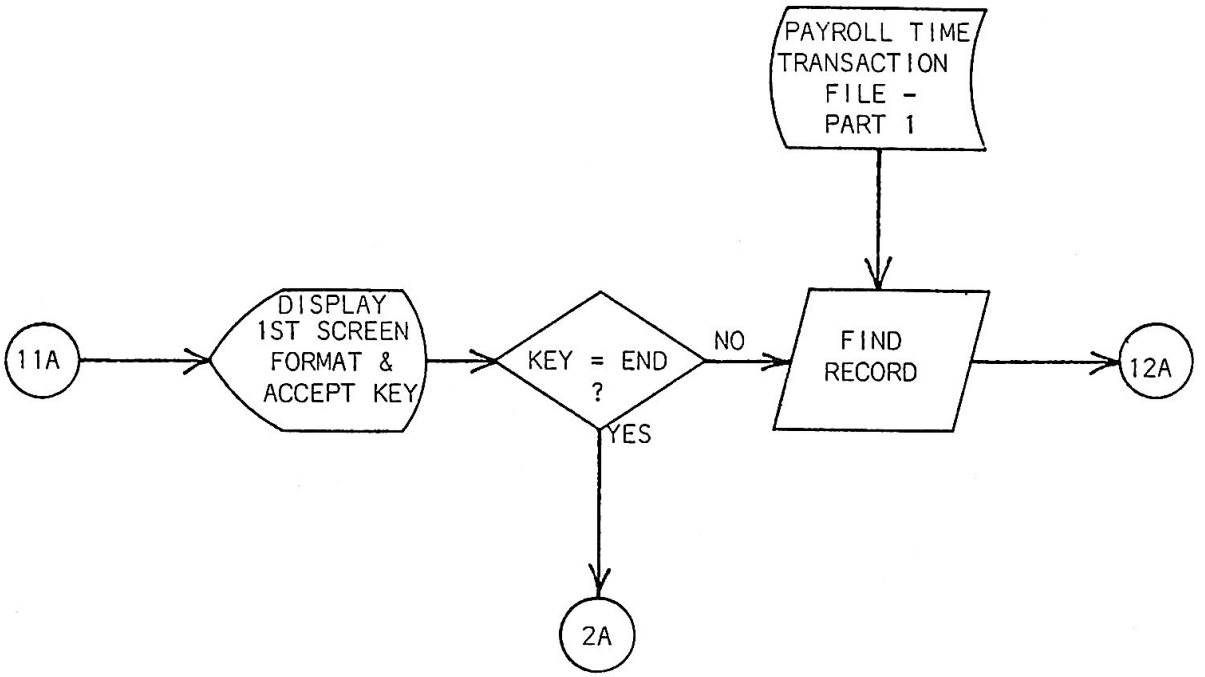


The full VDT format (VTPR5, p. 4) is displayed.

The record in Payroll Time Transaction file - Part 2 (FDPR7) is found and the data is displayed.

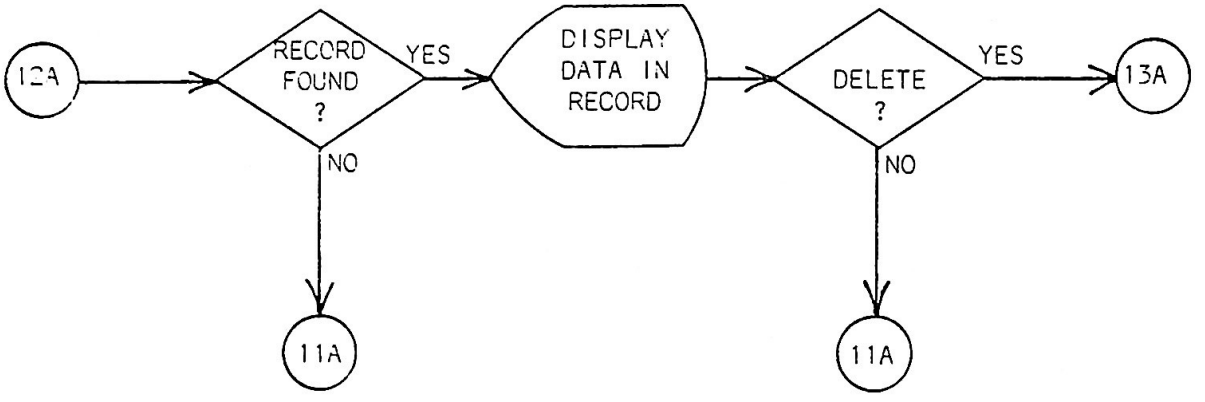


Changes are entered. A check is made to see if the total distributed equals the total entered. If not, changes are entered. If so, the record is updated in Payroll Time Transaction file - Part 2 (FDPR7) and the number of vacation records are adjusted as necessary.

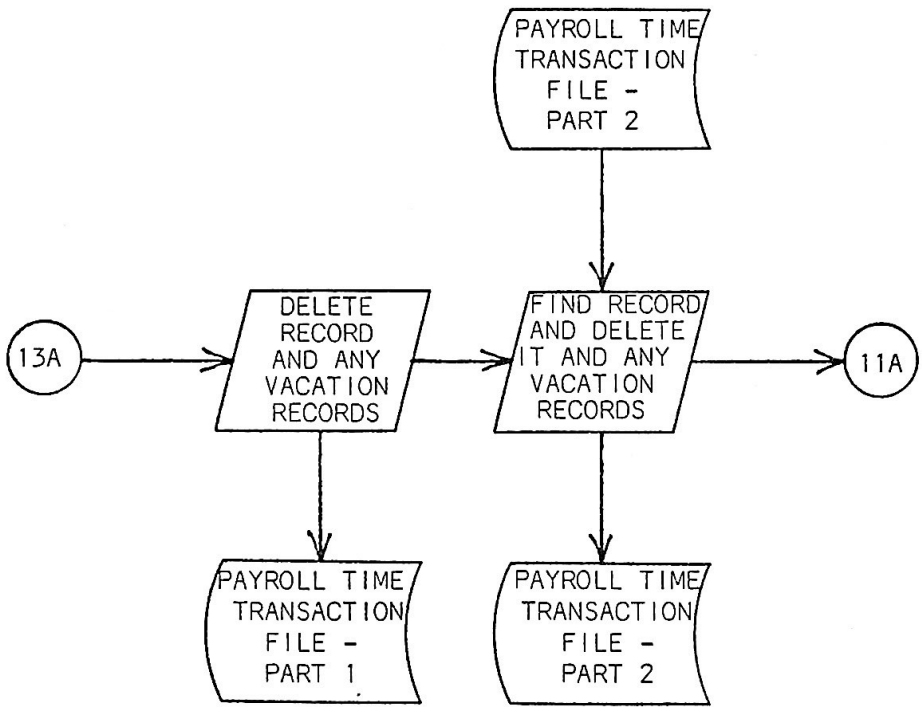


The full VDT format (VTPR5, p.3) is displayed and the key is accepted. (If "END" is typed in the first field, the program returns to the menu (page 2)).

The record in Payroll Time Transaction file - Part 1 (FDPR6) is found.

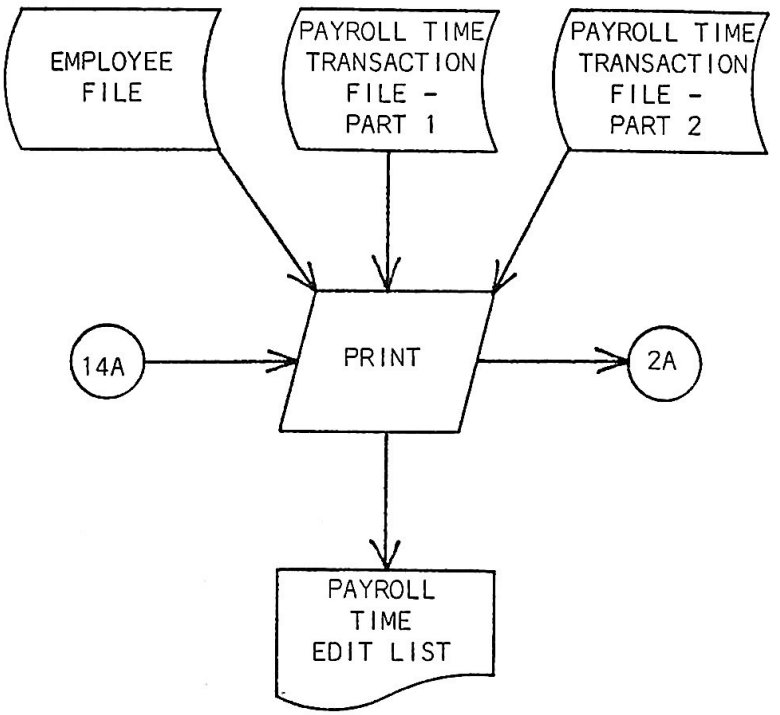


If the record is found, the data is displayed. A choice to delete is made.


PAYROLL TIME TRANSACTION FILE - PART 2
13A
DELETE RECORD AND ANY VACATION RECORDS
FIND RECORD AND DELETE IT AND ANY VACATION RECORDS
11A
PAYROLL TIME TRANSACTION FILE - PART 1
PAYROLL TIME TRANSACTION FILE - PART 2

The record is deleted from the Payroll Time Transaction file - Part 1 (FDPR6) plus any accompanying vacation records are deleted.

The corresponding record in Payroll Time Transaction file - Part 2 (FDPR7) is found and deleted plus any accompanying vacation records are deleted.



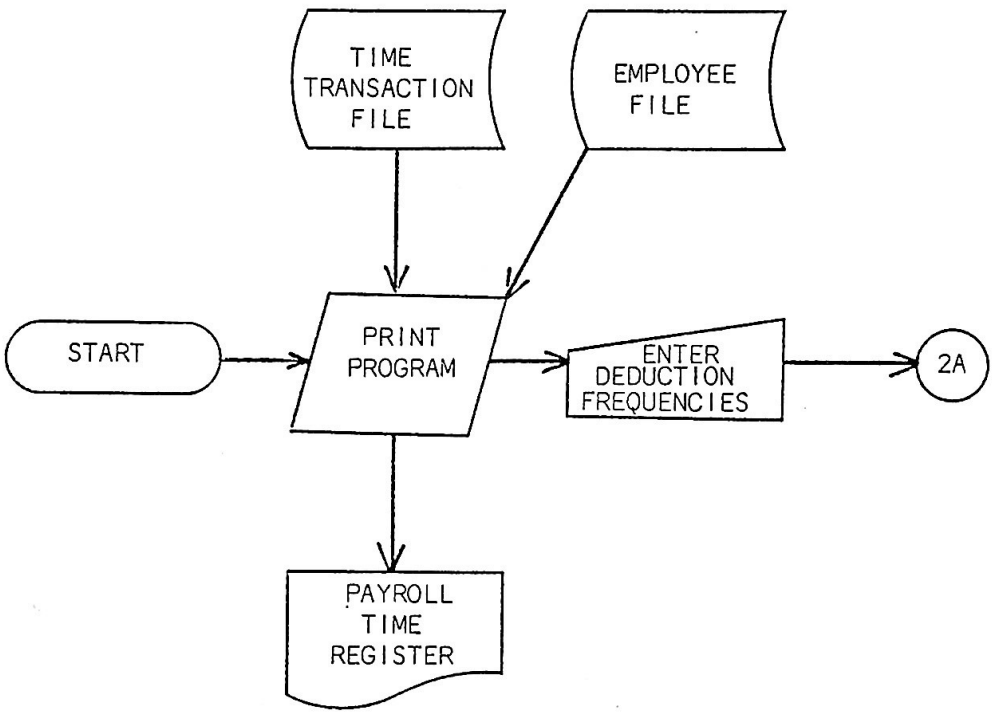
The Payroll Time Edit List (RPTPR4) is printed from the Payroll Time Transaction file - Part 1 (FDPR6), Payroll Time Transaction file - Part 2, and the Employee file (FDPR3).

Then the menu (VTPR5, p. 2) is re-displayed.

System Logic Flow

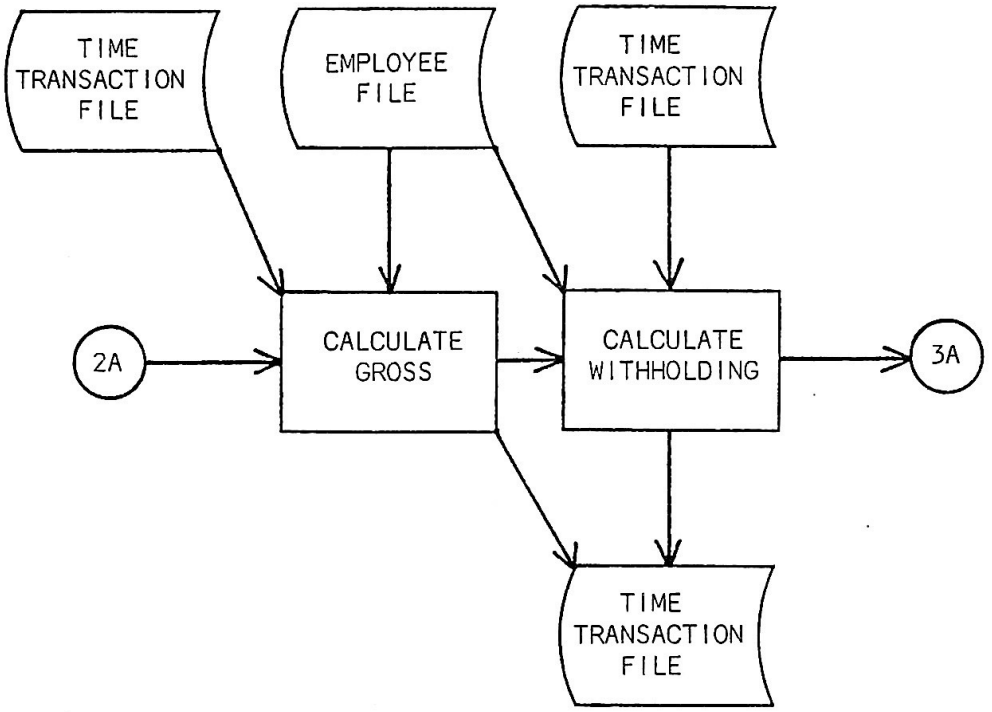
Payroll

Calculate Payroll (CALGRS)

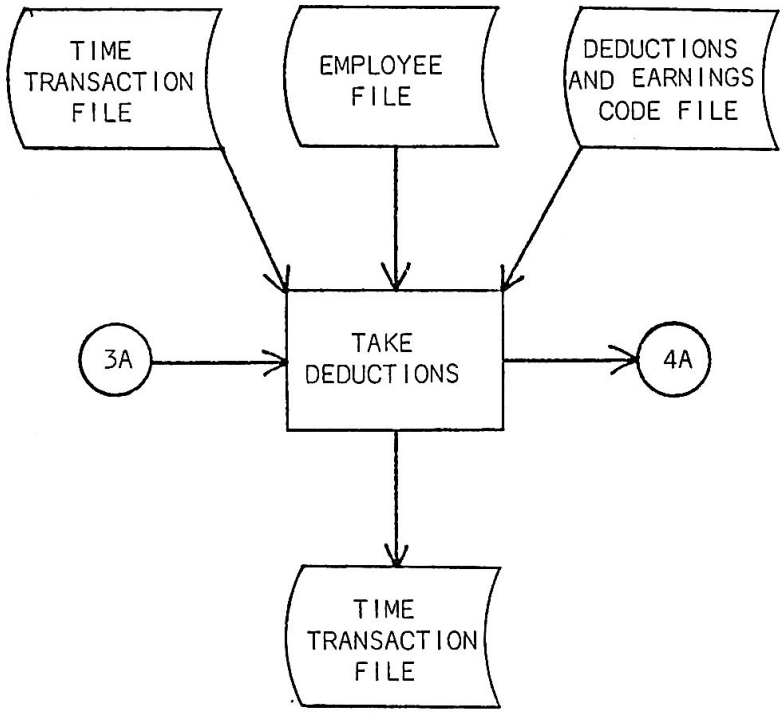


Print Payroll Time Register per RPTPR4. Enter deductions frequencies per VTPR6.

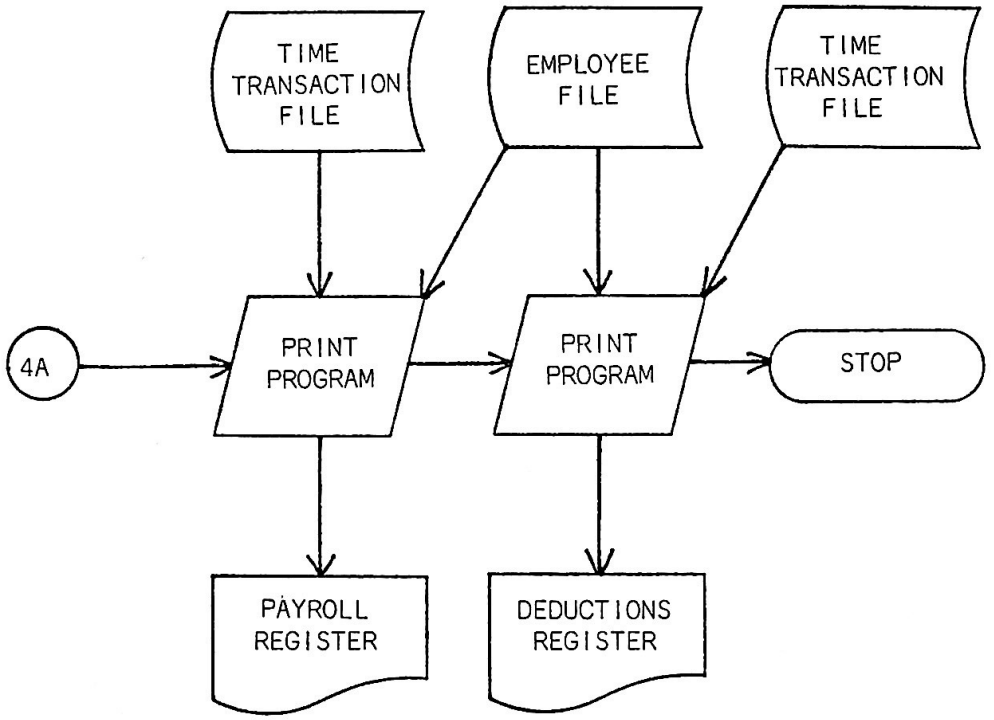
Also see FDPR3, FDPR6, and FDPR7.



Calculate gross pay, calculate withholding taxes, updating Time Transactions file at each step. See FDPR3, FDPR6, and FDPR7.



Calculate and take deductions. Update the Time Transaction file.
See FDPR2, FDPR3, FDPR6, and FDPR7.



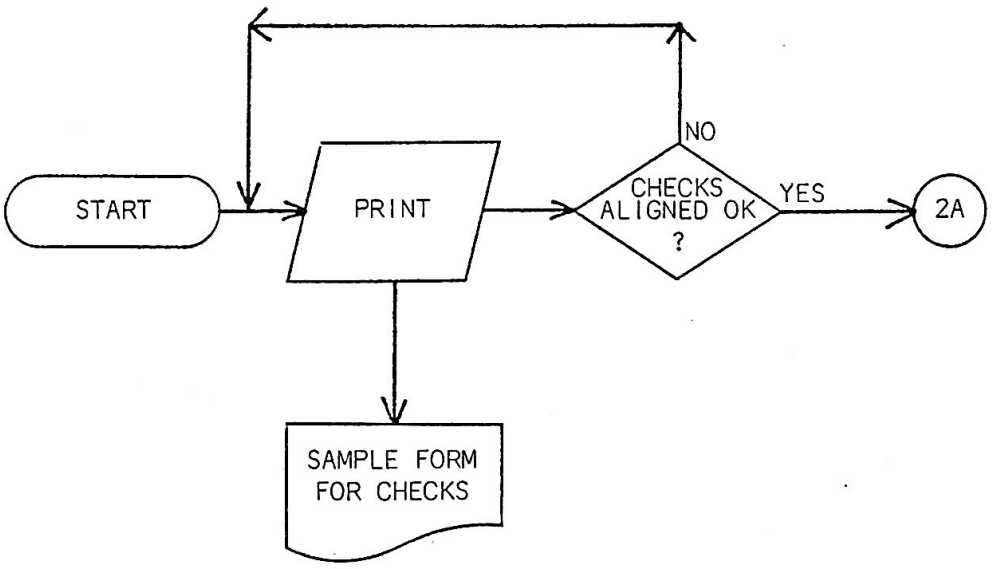
Print the Payroll Register per RPTPR5.

Print the Deductions Register per RPTPR6. Also see FDPR2 and FDPR3.

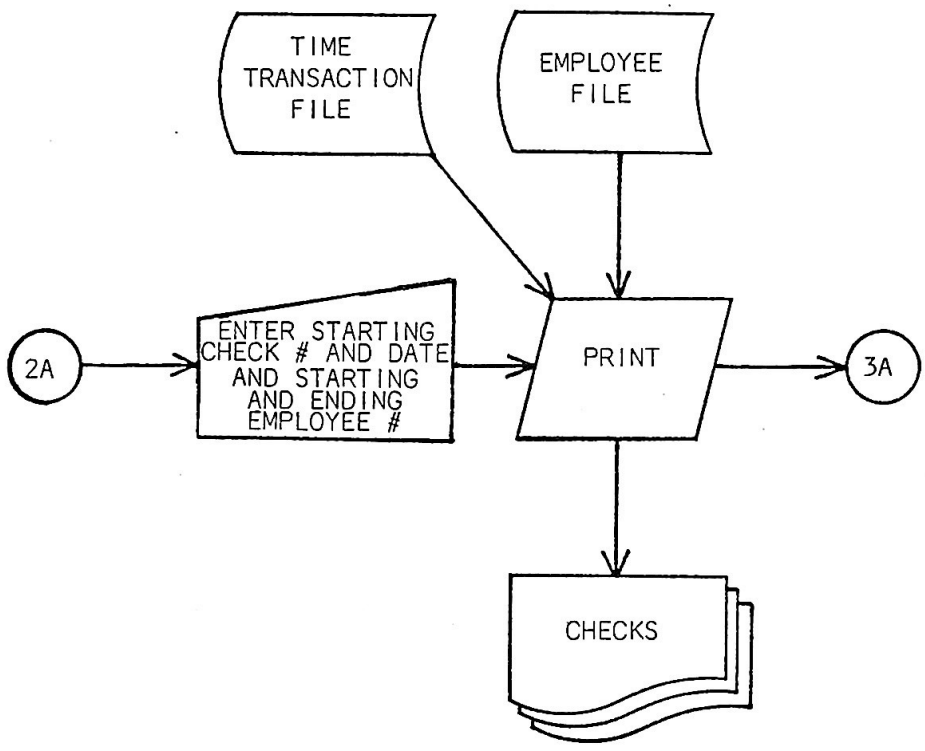
System Logic Flow

Payroll

Print Payroll Checks (PRCHEK)

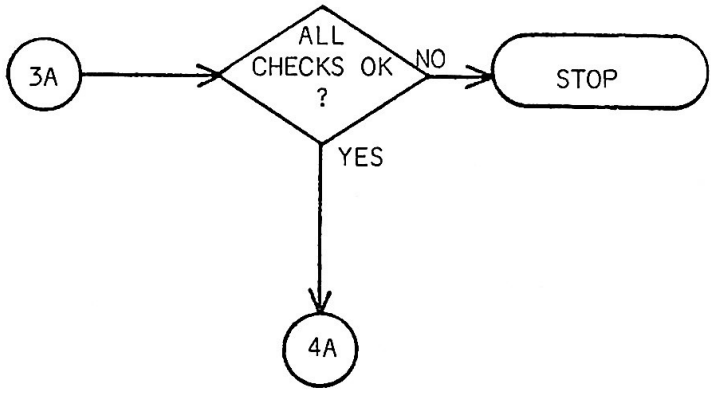


An alignment form is printed to insure check stock is properly mounted. If not, another form is printed after realignment (VTPR7, pp. 1 & 2).



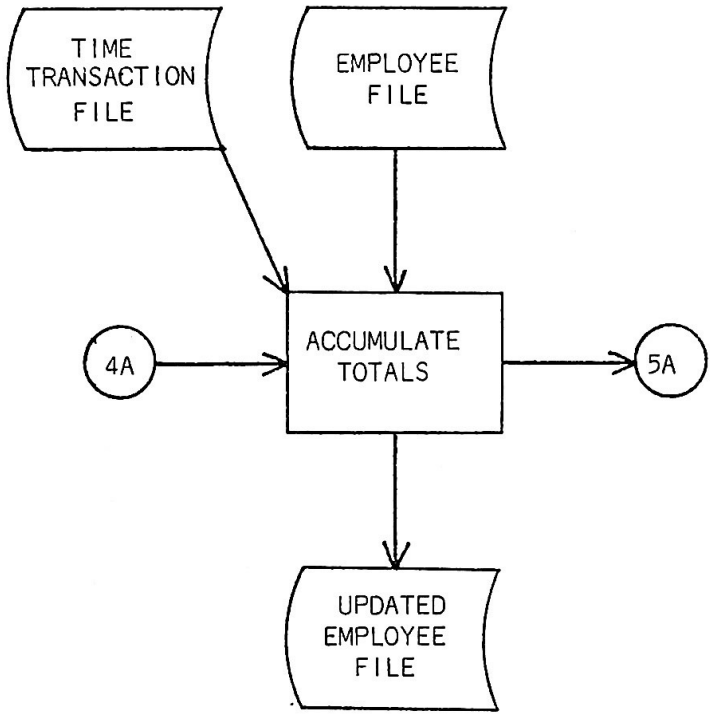
The check starting number, date and starting and ending employee number are entered via the keyboard (VTPR7, p. 3) and checks are produced for all employees using the Employee file (FDPR3) and the Time Transaction file (FDPR6).

Checks are then printed (RPTPR7, p. 1).

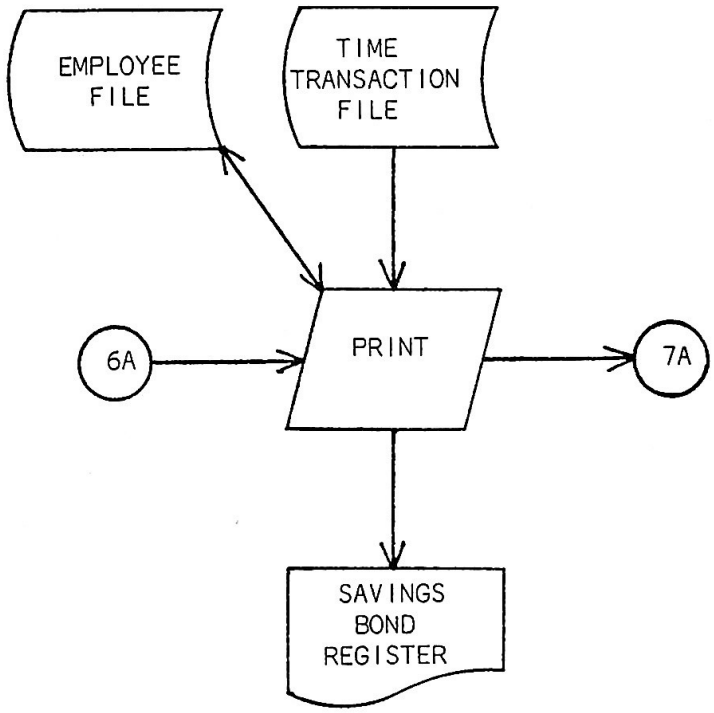


A question is asked to determine whether all checks are satisfactory (VTPR8, p. 1). If not, the main menu is returned to.

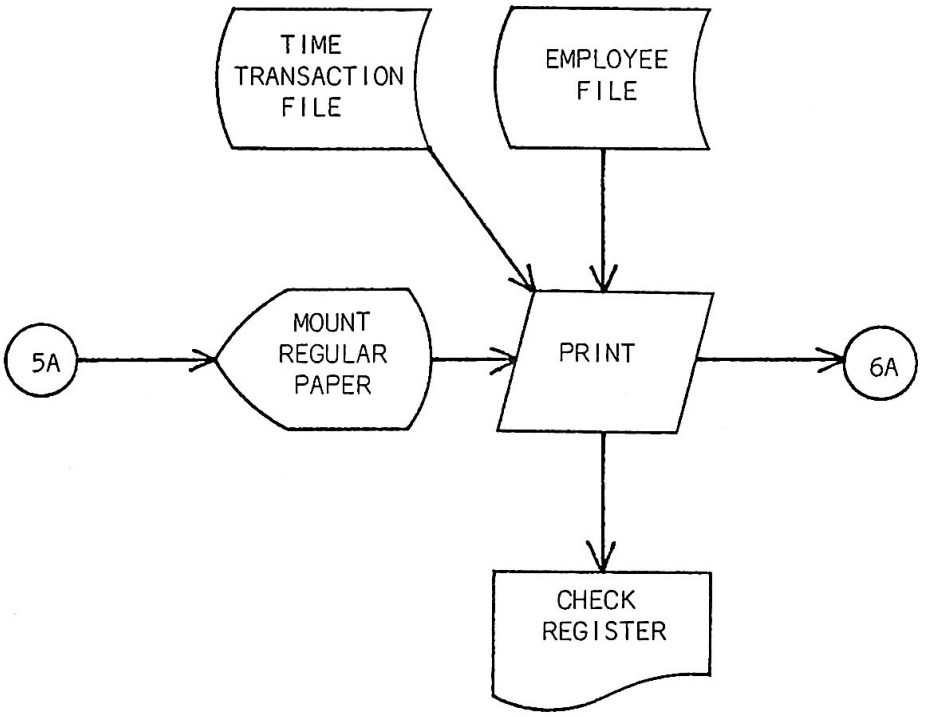
If the checks are OK, processing continues.



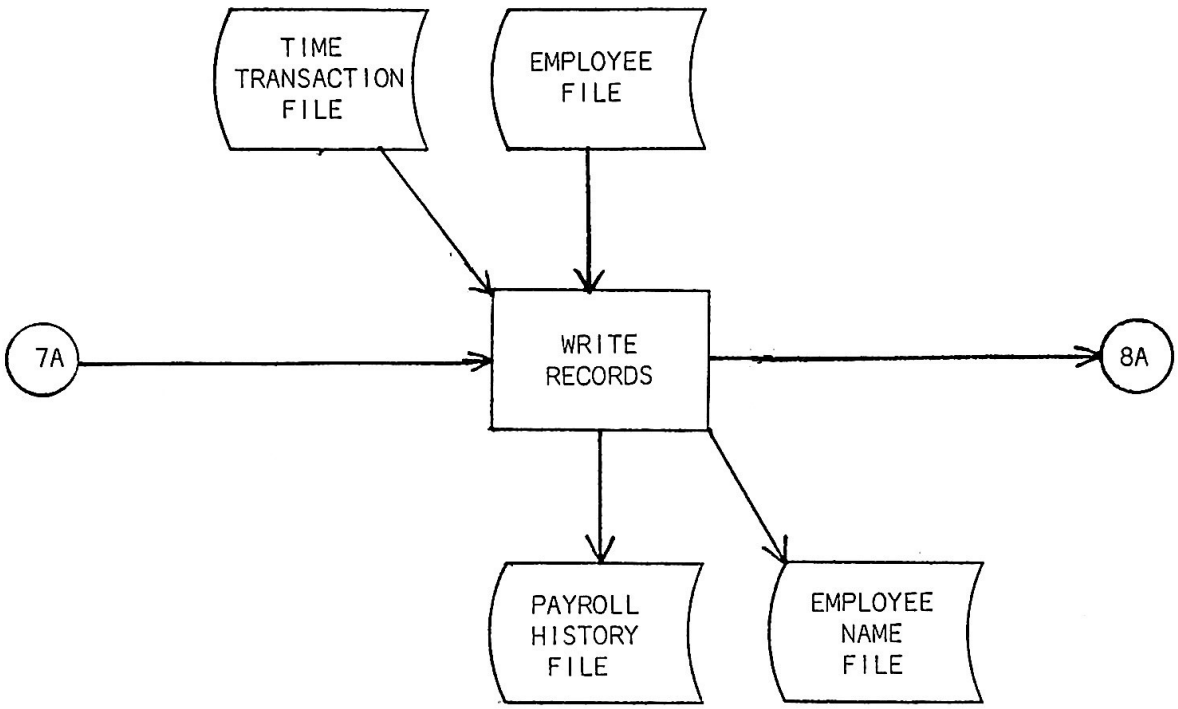
When all checks are OK, payroll totals are accumulated and updated in the Employee file (FDPR3).



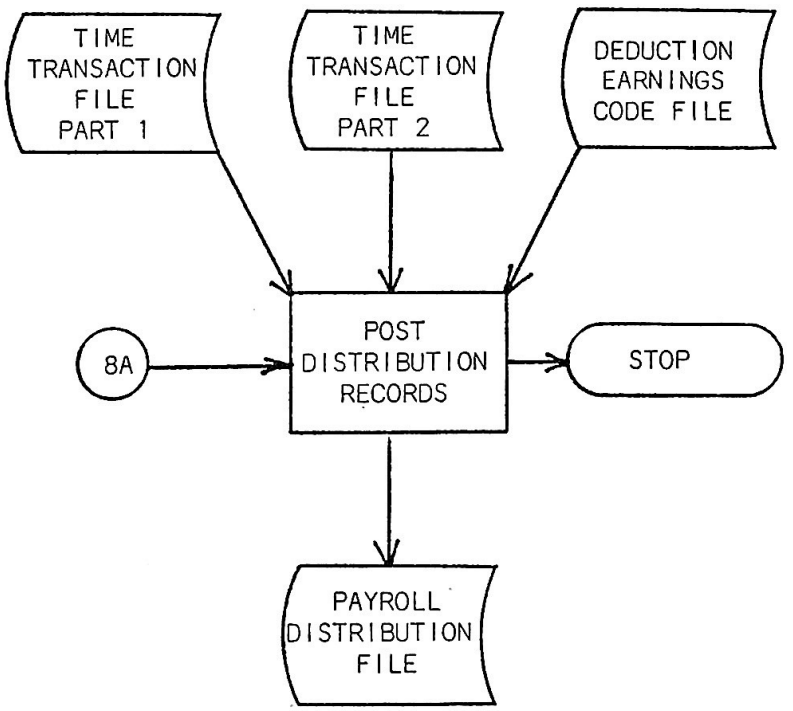
The Savings Bond Register is printed (RPTPR9) using the Employee file (FDPR3) and the Time Transaction file (FDPR6).



A message is displayed requesting regular paper be mounted. When this is done, the Check Register is printed (RPTPR8) using the Employee file (FDPR3) and the Time Transaction file FDPR6).

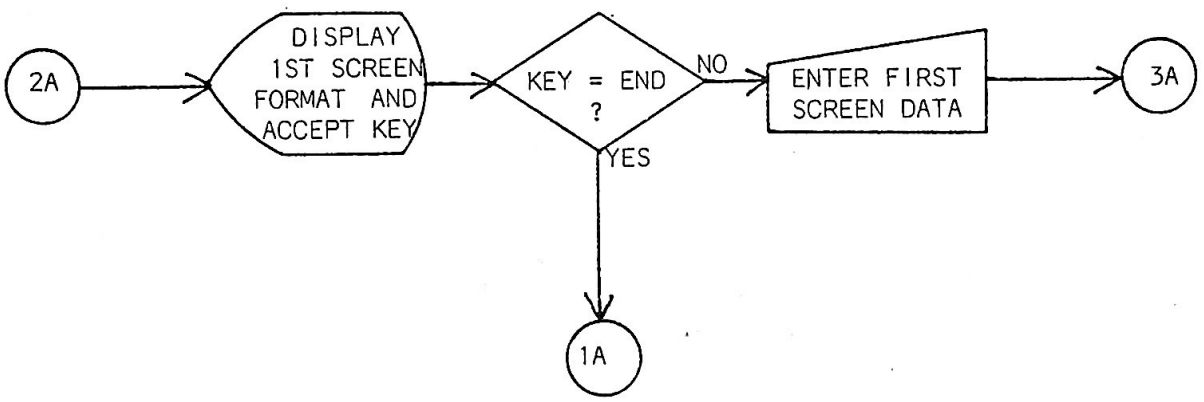


Records are posted from the Time Transaction file and the and the Employee file to the Payroll History file and the Employee name file (FDPR10).



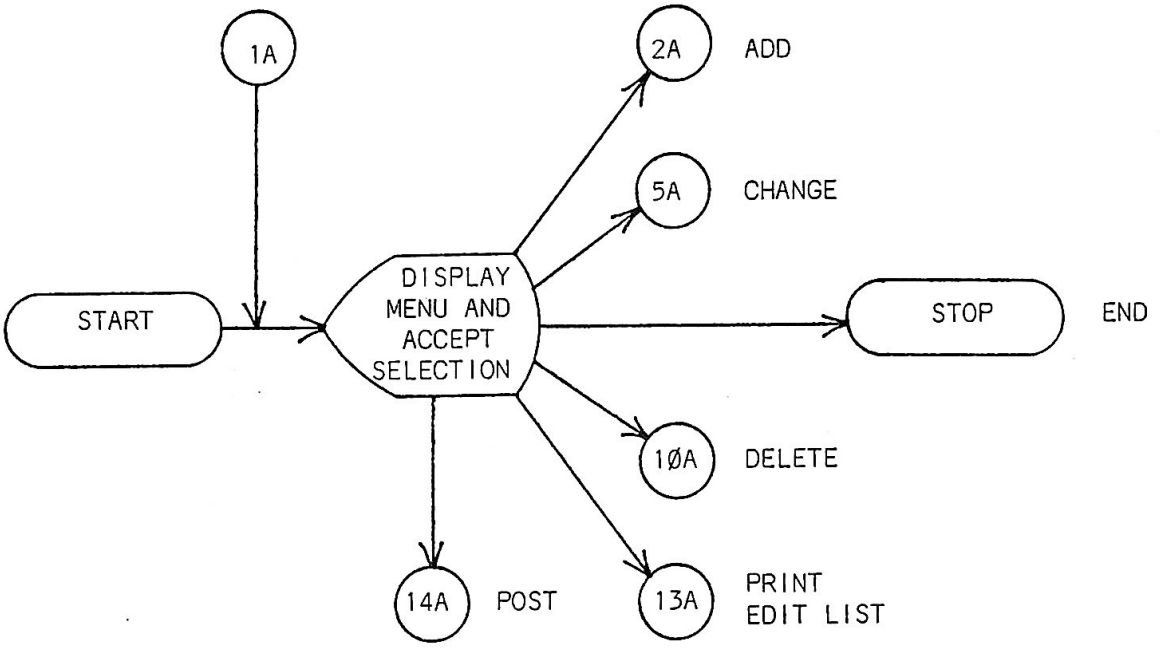
Records are posted from TIMTR1 (FDPR6), TIMTR2 (FDPR7) and DEDERN (FDPR2) files to the PAYDIS (FDPR12) file.

The control then passes back to the main menu.



The full VDT format (VTPR8, p. 2) is displayed and the key is accepted. (If "END" is typed in the first field, the program returns to the menu (page 2)).

Data for the first screen (VTPR8, p. 2) is entered.

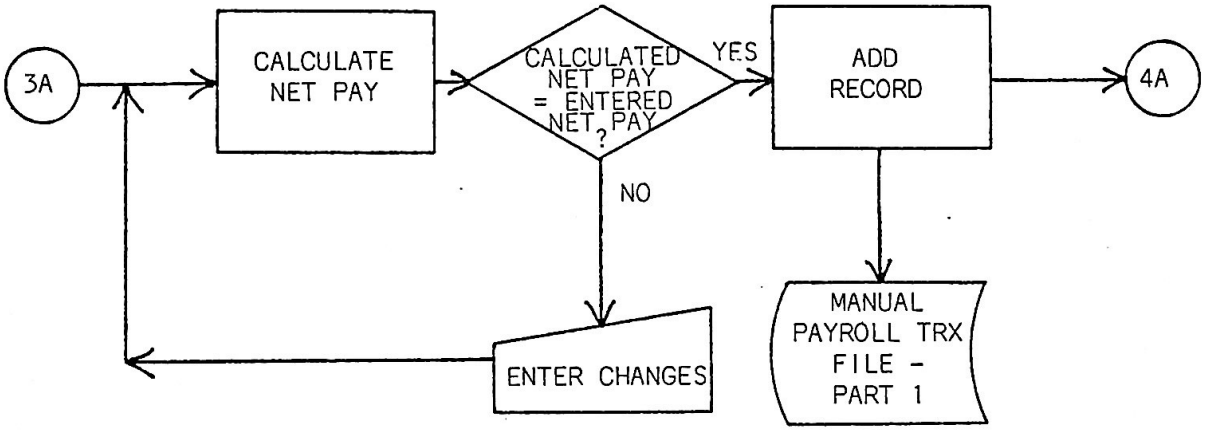


First, the menu (VTPR8, p. 1) is displayed and one of the following selections is allowed:

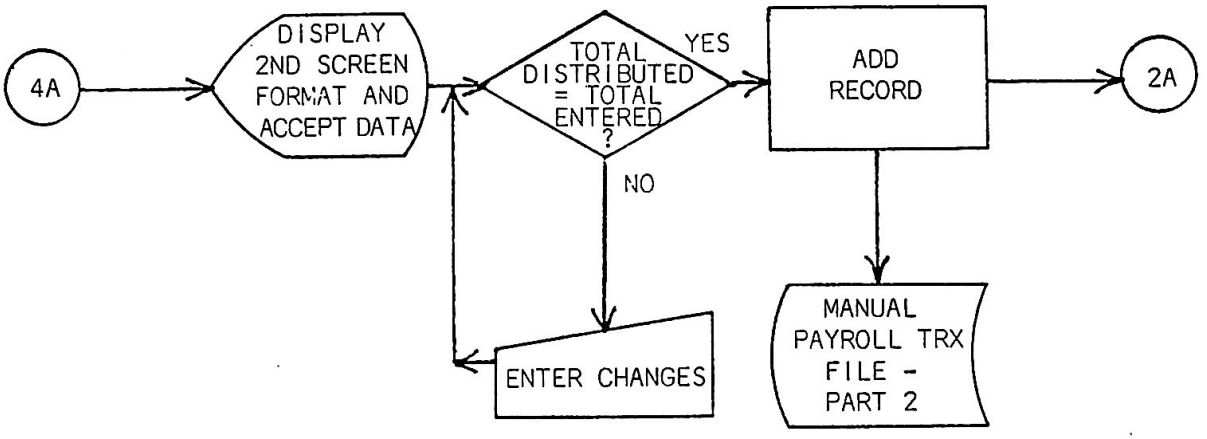
1. Add New Transactions
2. Change/Inquire Existing Transactions
3. Delete Existing Transactions
4. Print Transaction Edit List
5. Post Transactions to Employee file

See indicated pages for the processing appropriate to each selection.

"END" may be typed to end the entire program.

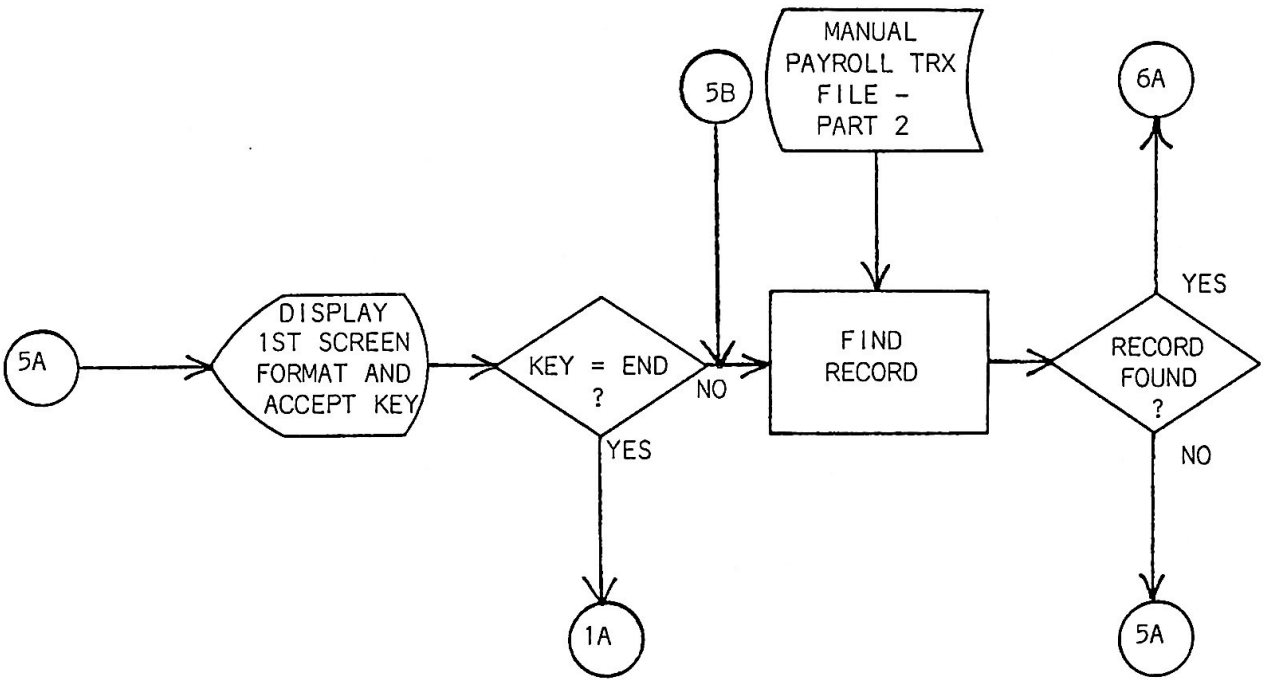


The net pay is calculated and a check is made to see if the calculated net pay equals the entered net pay. If not, changes are entered until it does. The record is then added to the Manual Payroll Transaction file - Part 1 (FDPR13).



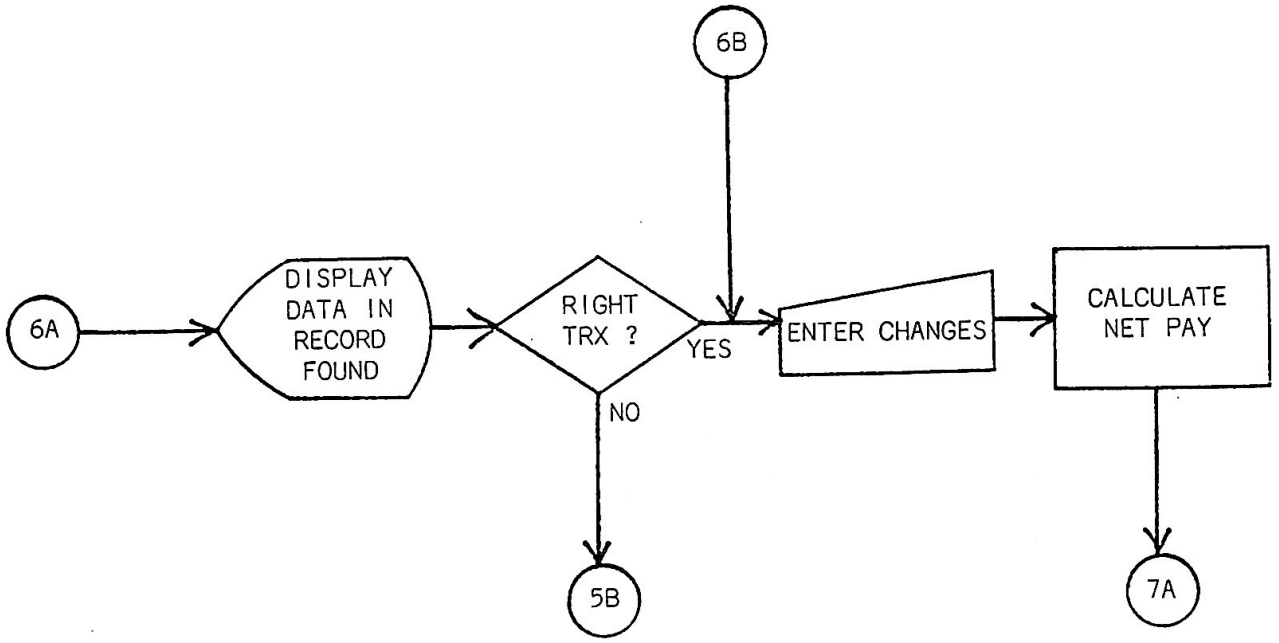
The full VDT format (VTPR8, p. 3) is displayed and the data is entered.

A check is made to see if the total distributed equals the total entered. If not, changes are entered. If so, the record is added to the Manual Payroll Transaction file - Part 2 (FDPR14).

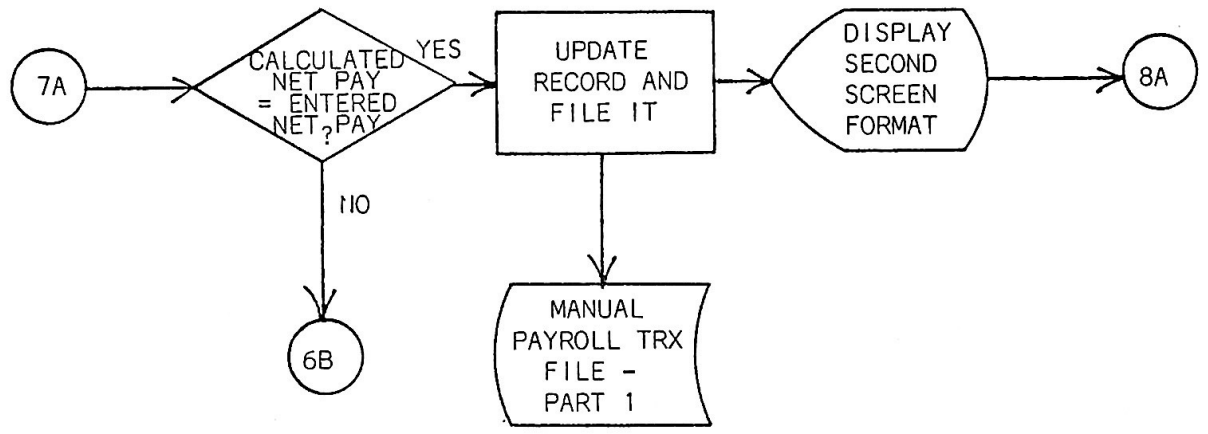


The full VDT format (VTPR8, p. 2) is displayed and the key is accepted. (If "END" is typed in the first field, the program returns to the menu (page 1)).

The record in Manual Payroll Transaction file - Part 1 (FDPR3) is found. If not found, the screen is redisplayed and another key is accepted.

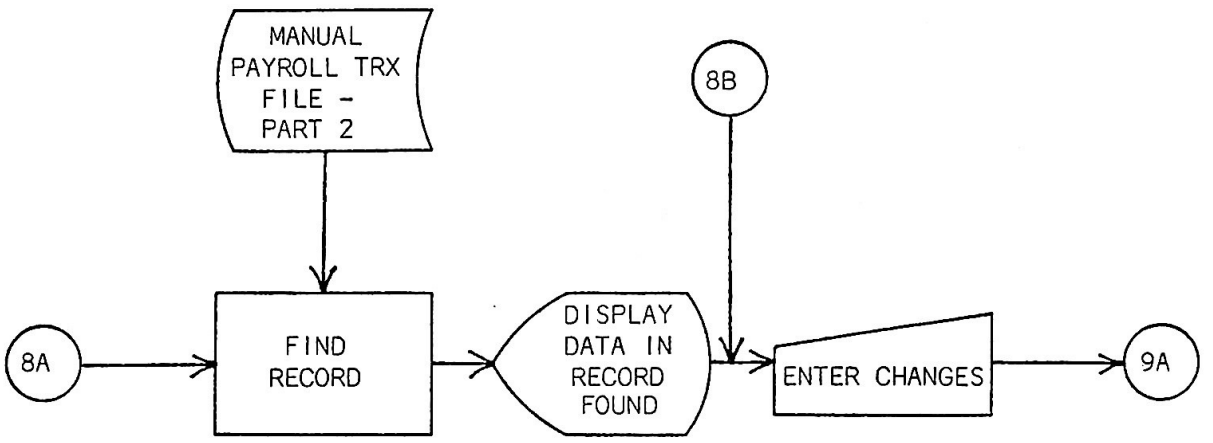


The record found is displayed. Changes are entered and the net pay is calculated.

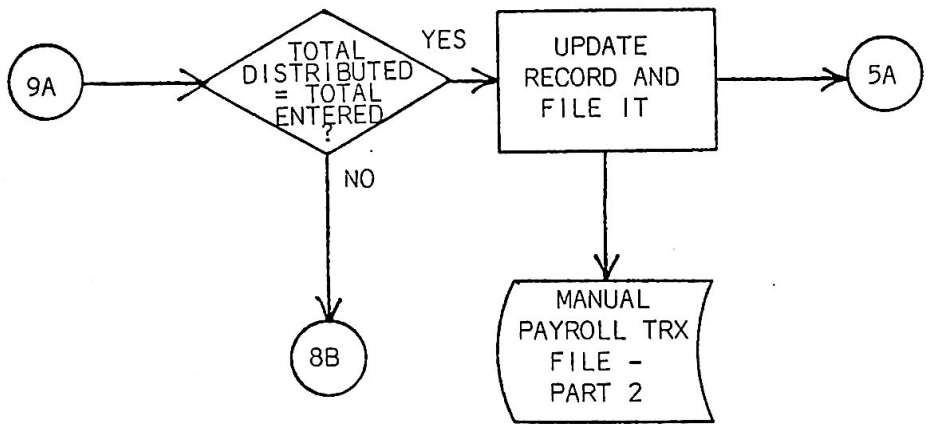


A check is made to see if the calculated net pay equals the entered net pay. If not, changes are entered until it does. If so, the record is updated and filed in Manual Payroll Transaction file - Part 1 (FDPR13).

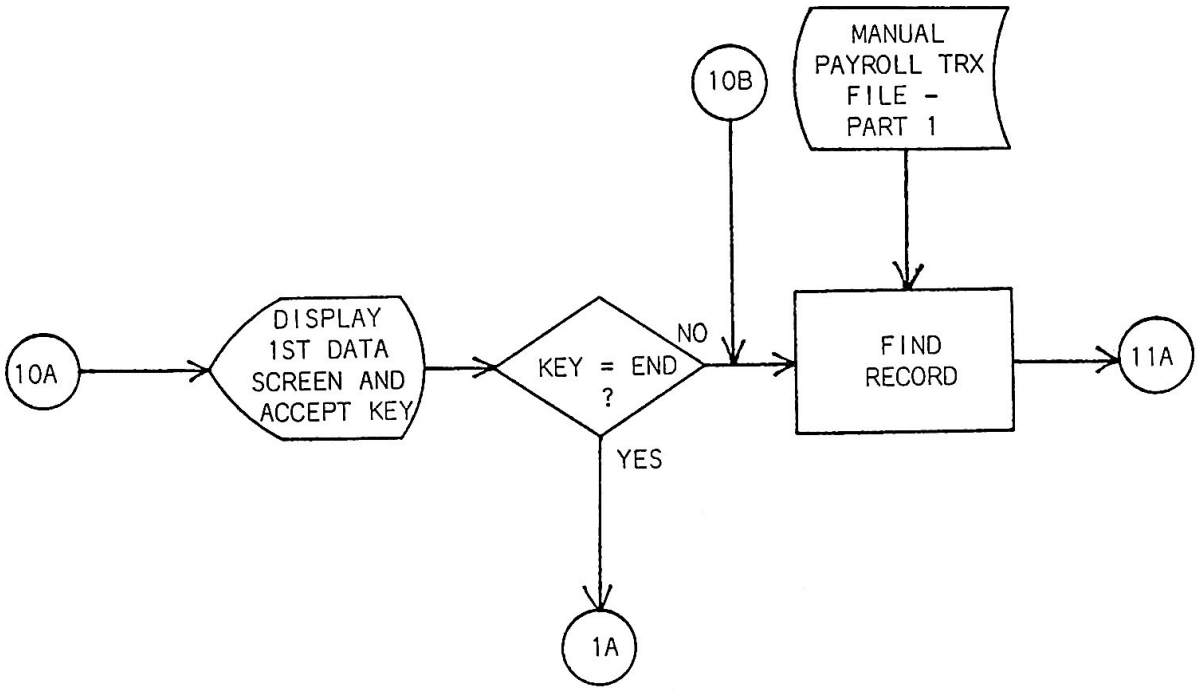
The full VDT format (VTPR8, p. 3) is displayed.



The record in Manual Payroll Transaction file - Part 2(FDPR14) is found. Its data is then displayed and changes entered.

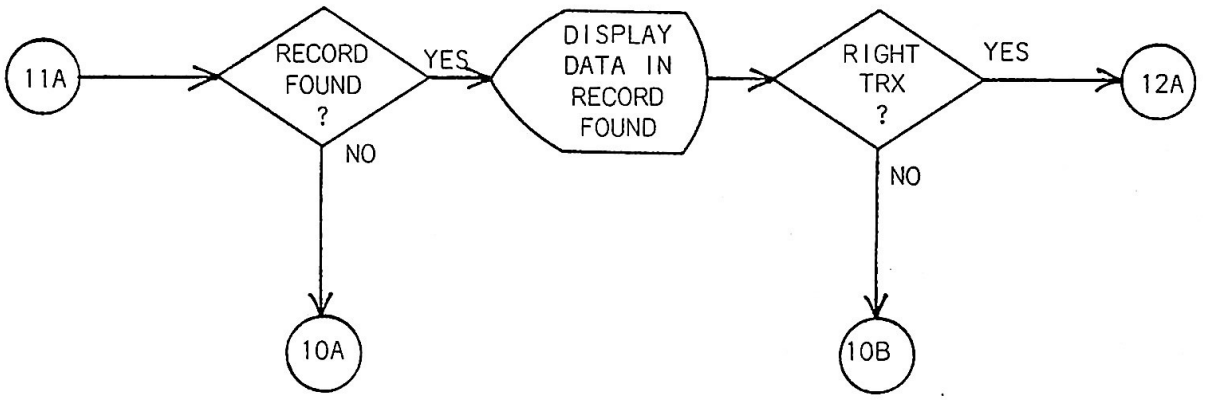


A check is made to see if the total distributed equals the total entered. If not, changes are entered. If so, the record is updated in the Manual Payroll Transaction file - Part 2 (FDPR14)



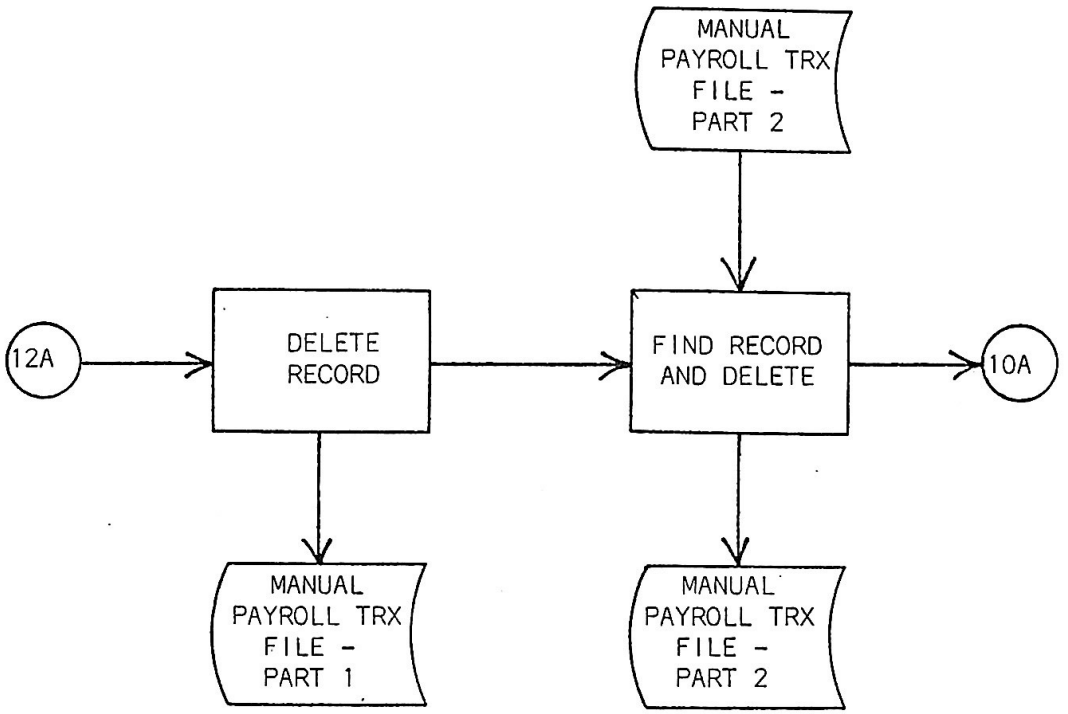
The full VDT format (VTPR8, p. 2) is displayed and the key is accepted. (If "END" is typed in the first field, the program returns to the menu (page 1)).

The record in Manual Payroll Transaction file - Part 1 (FDPR13) is found.



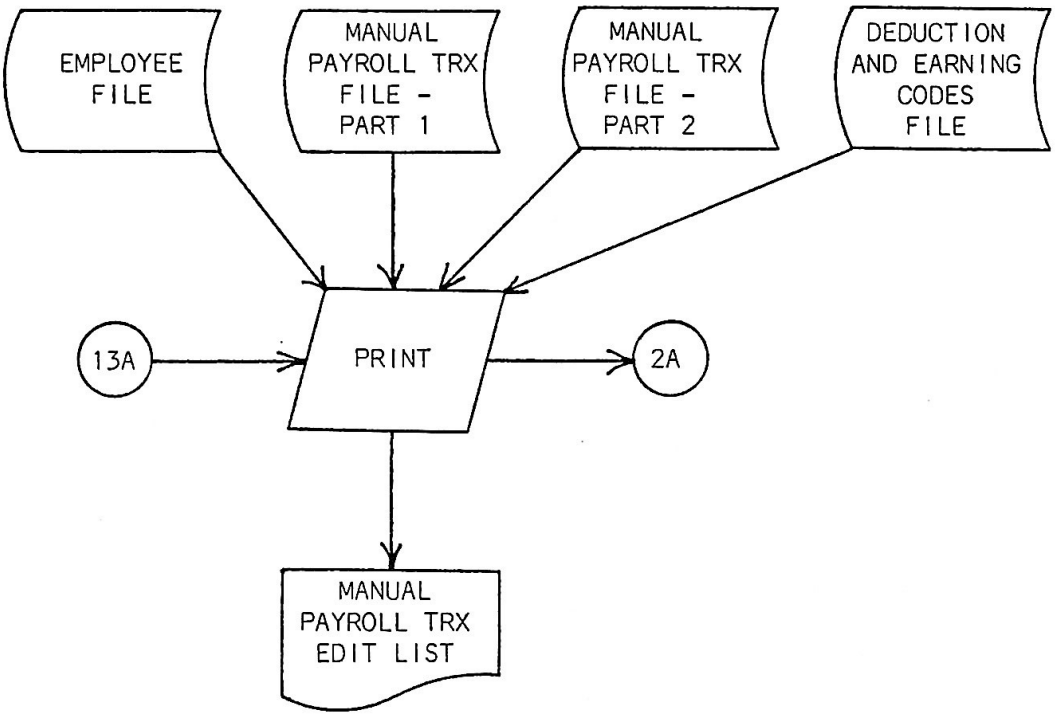
If the record is found, it is displayed, otherwise a new key is entered.

If found, a check is made to see if it is the right transaction.


MANUAL PAYROLL TRX FILE - PART 2
12A
DELETE RECORD
FIND RECORD AND DELETE
10A
MANUAL PAYROLL TRX FILE - PART 1
MANUAL PAYROLL TRX FILE - PART 2

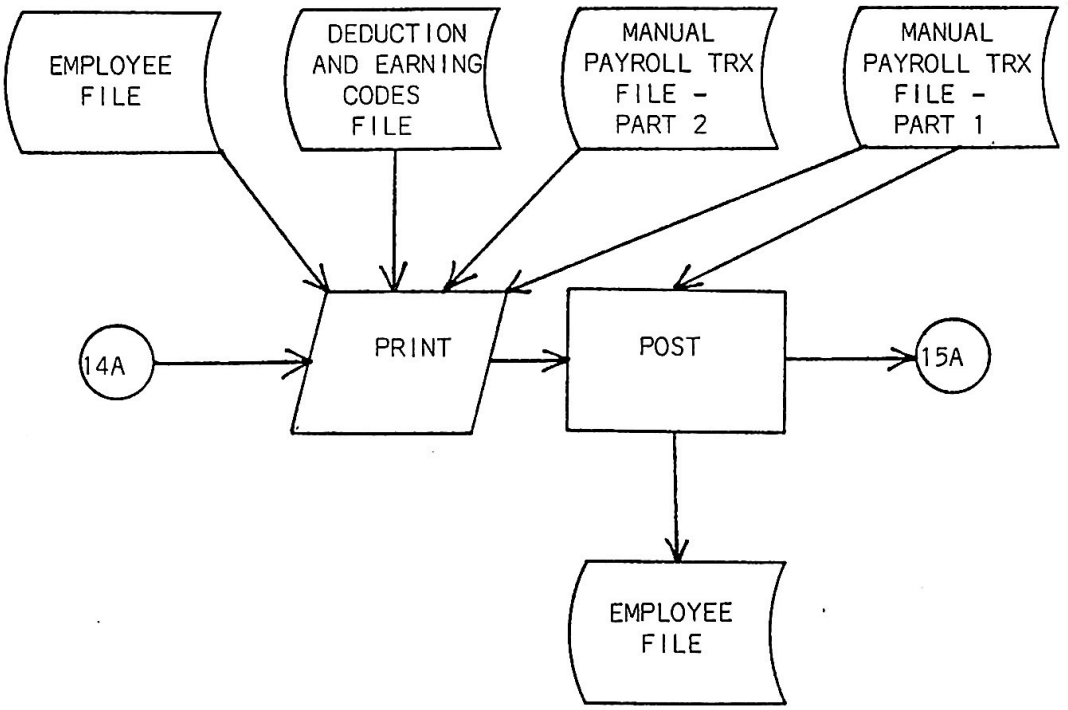
The record is deleted from the Manual Payroll Transaction file - Part 1 (FDPR13).

The corresponding record in Manual Payroll Transaction file - Part 2 (FDPR14) is found and deleted.



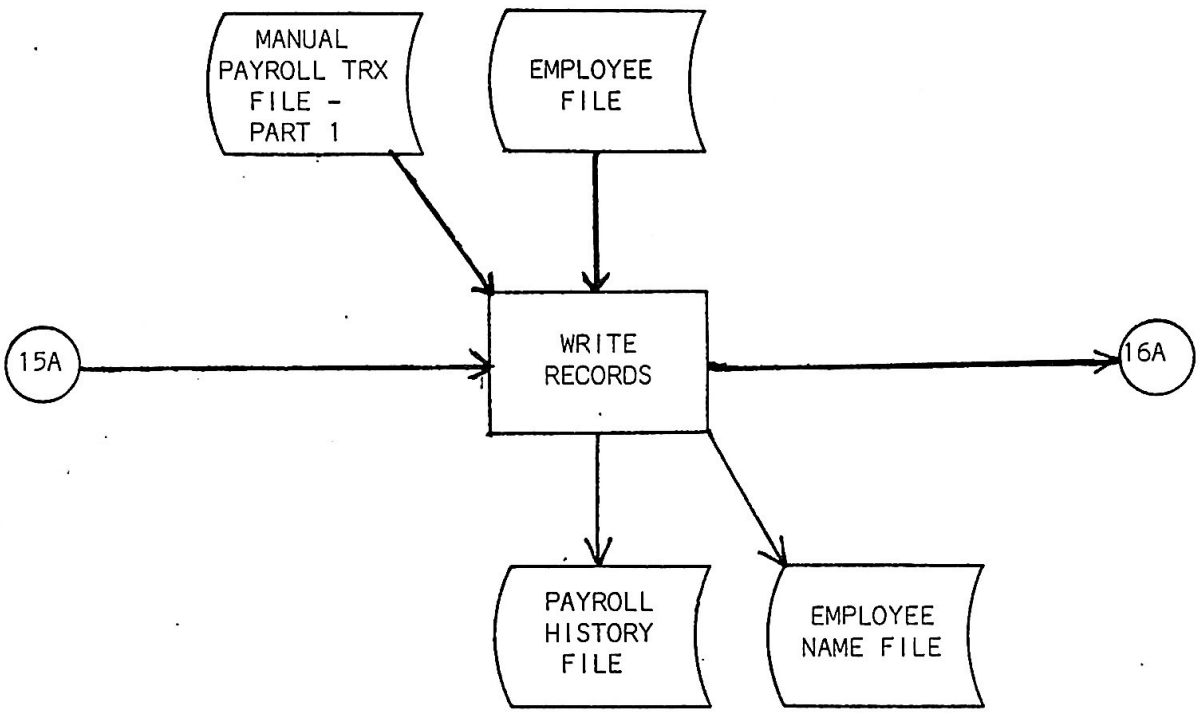
The Manual Payroll Transaction Edit List (RPTPR10) is printed from the Manual Payroll Transaction file - Part 1 (FDPR13), the Manual Payroll Transaction file - Part 2 (FDPR14), the Employee file (FDPR3), and the Deduction and Earning Codes file (FDPR2).

Then the menu (VTPR8, p. 1) is re-displayed.

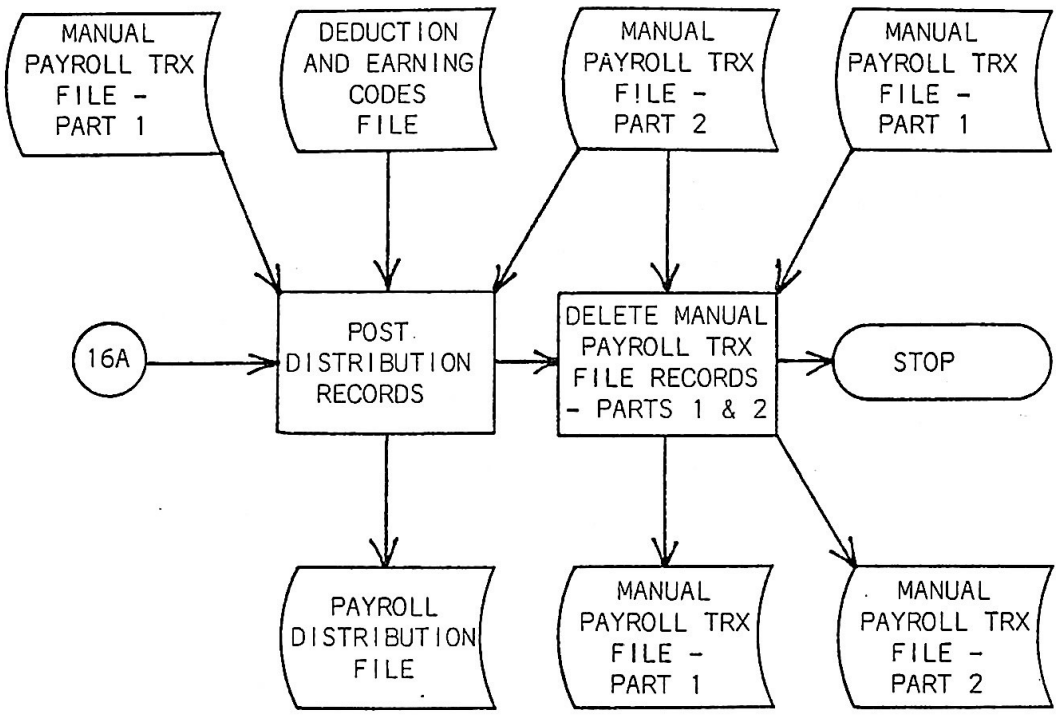


The Manual Payroll Transaction Register (RPTPR10) is printed from the Manual Payroll Transaction file - Part 1 (FDPR13), the Manual Payroll Transaction file - Part 2 (FDPR14), the Employee file (FDPR3), and the Deduction and Earning Codes file (FDPR2).

The Manual Payroll Transaction file - Part 1 (FDPR13) is then posted to the Employee file (FDPR3).



Records are posted to the Payroll History file and the Employee Name file (FDPR12).


MANUAL PAYROLL TRX FILE - PART 1
DEDUCTION AND EARNING CODES FILE
MANUAL PAYROLL TRX FILE - PART 2
MANUAL PAYROLL TRX FILE - PART 1
16A
POST DISTRIBUTION RECORDS
DELETE MANUAL PAYROLL TRX FILE RECORDS - PARTS 1 & 2
STOP
PAYROLL DISTRIBUTION FILE
MANUAL PAYROLL TRX FILE - PART 1
MANUAL PAYROLL TRX FILE - PART 2

Records are posted from Manual Payroll Transaction file - Part 1 (FDPR13), Manual Payroll Transaction file - Part 2 (FDPR14), and the Deduction and Earning Codes file (FDPR2) to the Payroll Distribution file (FDPR12).

All transactions are then deleted and control then passes back to the main menu.

System Logic Flow

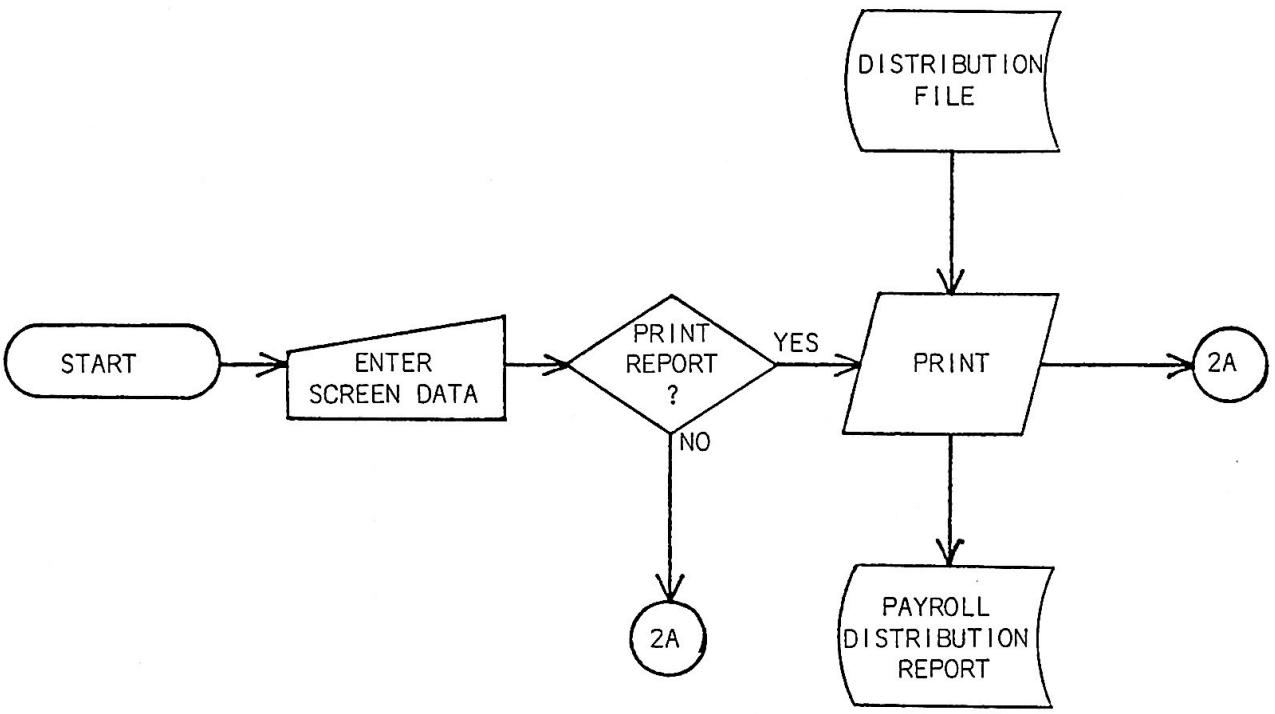
D-Basic

Release: 001

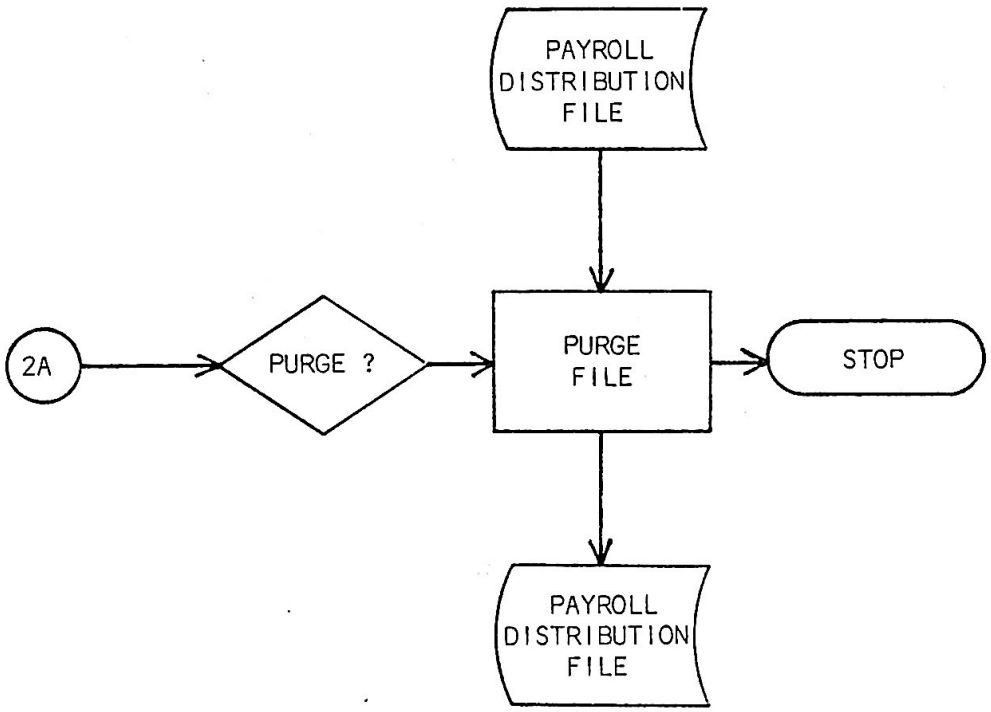
Date: 2/1/79

Payroll

Payroll Distribution Report (DISRPT)



Enter screen data per VTPR9. If report is selected, print Payroll Distribution Report per RPTPR11.



If purge is selected, purge Payroll Distribution file (FDPR12) between selected dates.

System Logic Flow

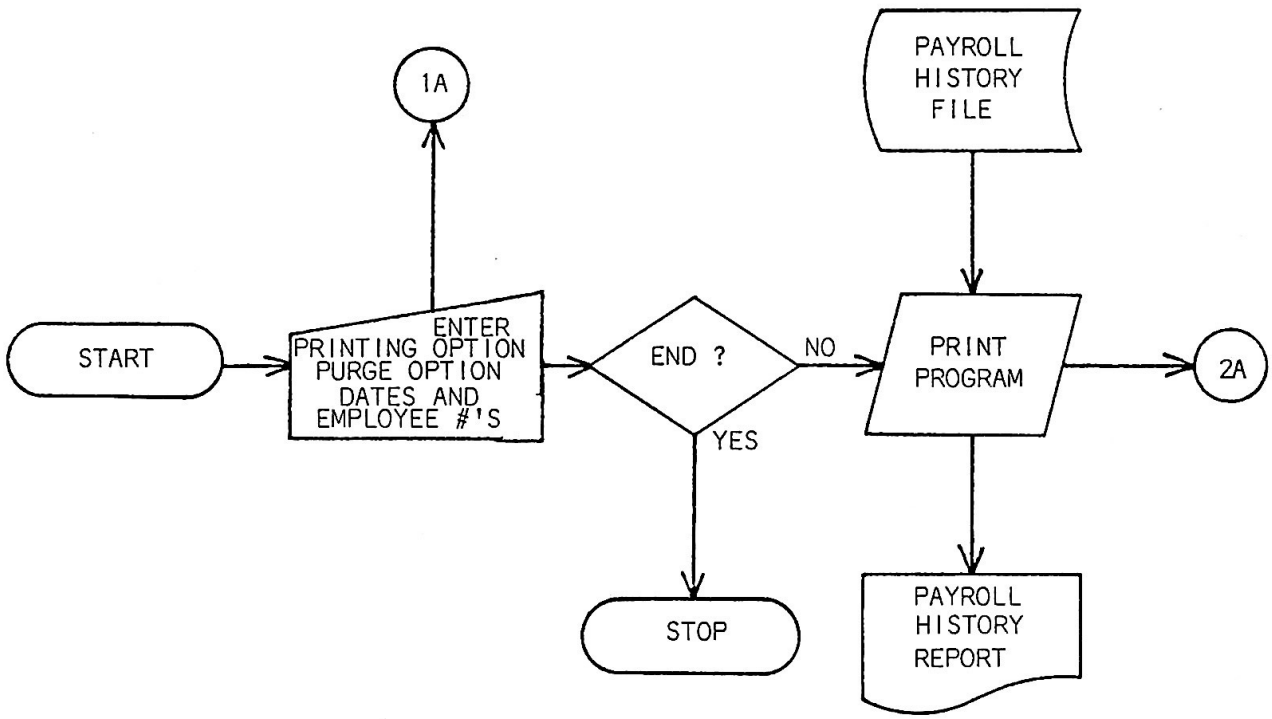
D-Basic

Release: 001

Date: 2/1/79

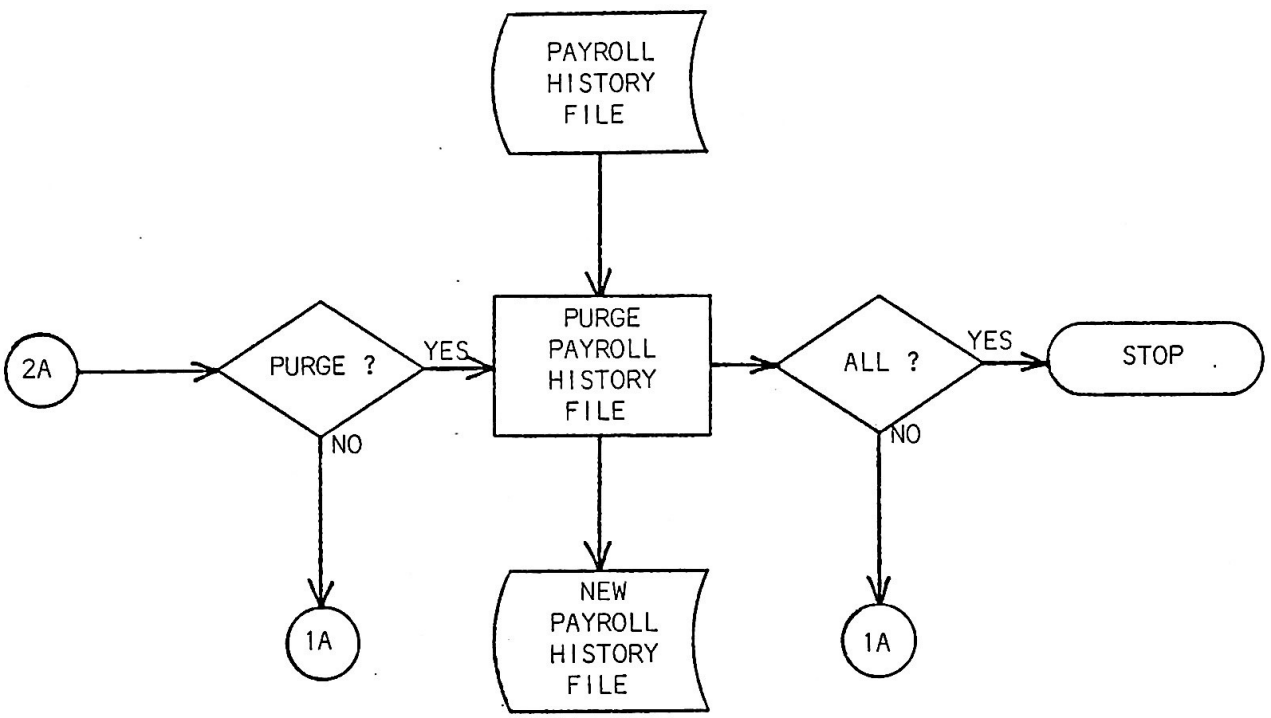
Payroll

Payroll History Report (PAYHIS)



The data is entered (VTPR10) and the Payroll History file (FDPR9) is used to print the Payroll History report (FDPR10).

If "END" is entered, control returns to the main Payroll menu.



The purge is done through the dates requested and the employees requested.

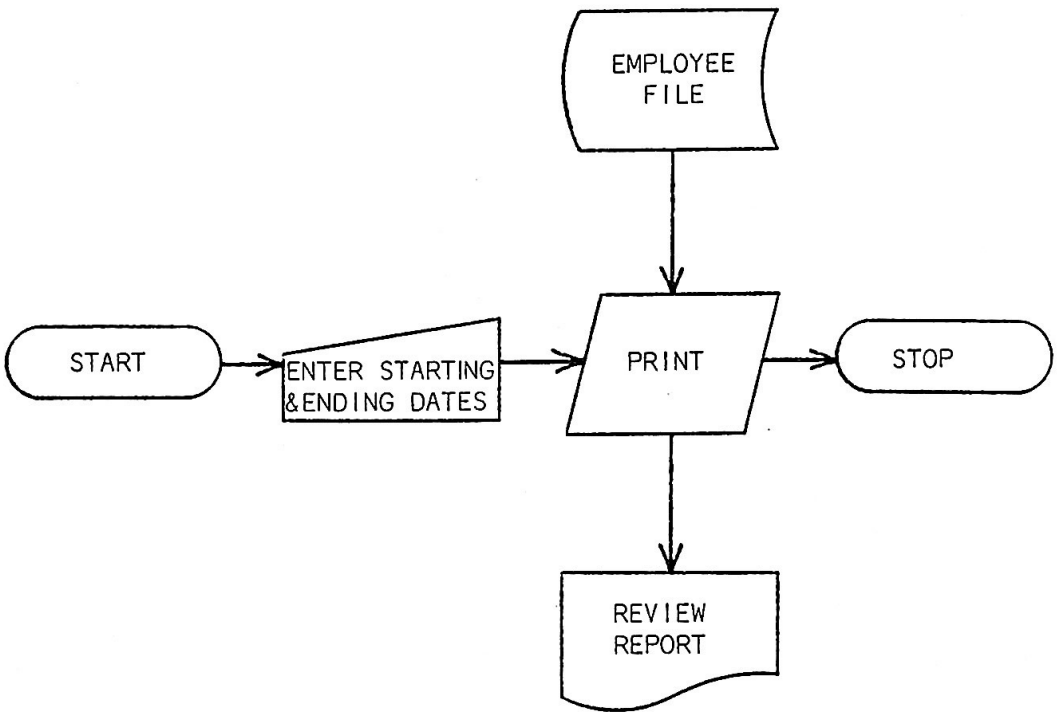
If "ALL" was not entered, then return to page 1.

If "ALL" was entered, return to the main Payroll menu.

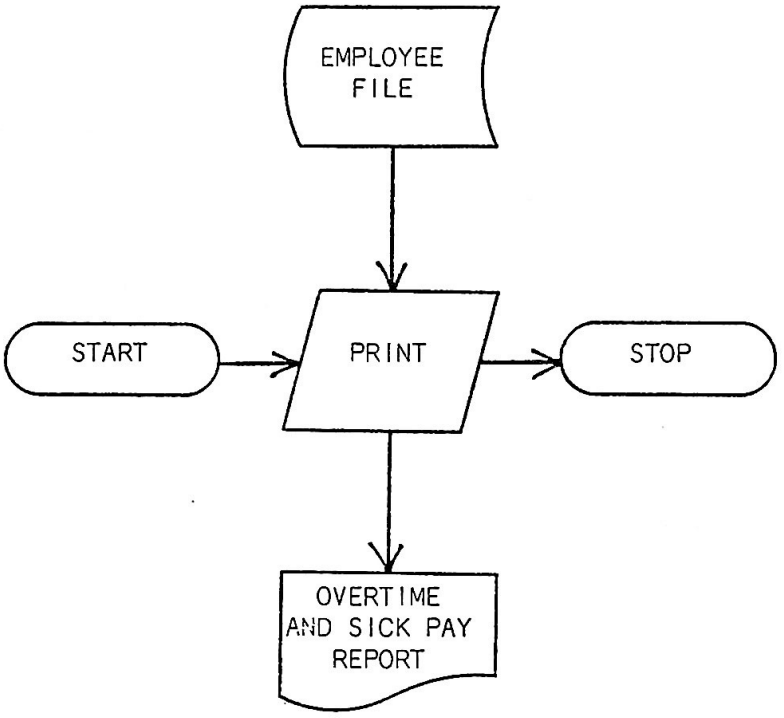
System Logic Flow

Payroll

Review Report (REVRPT)

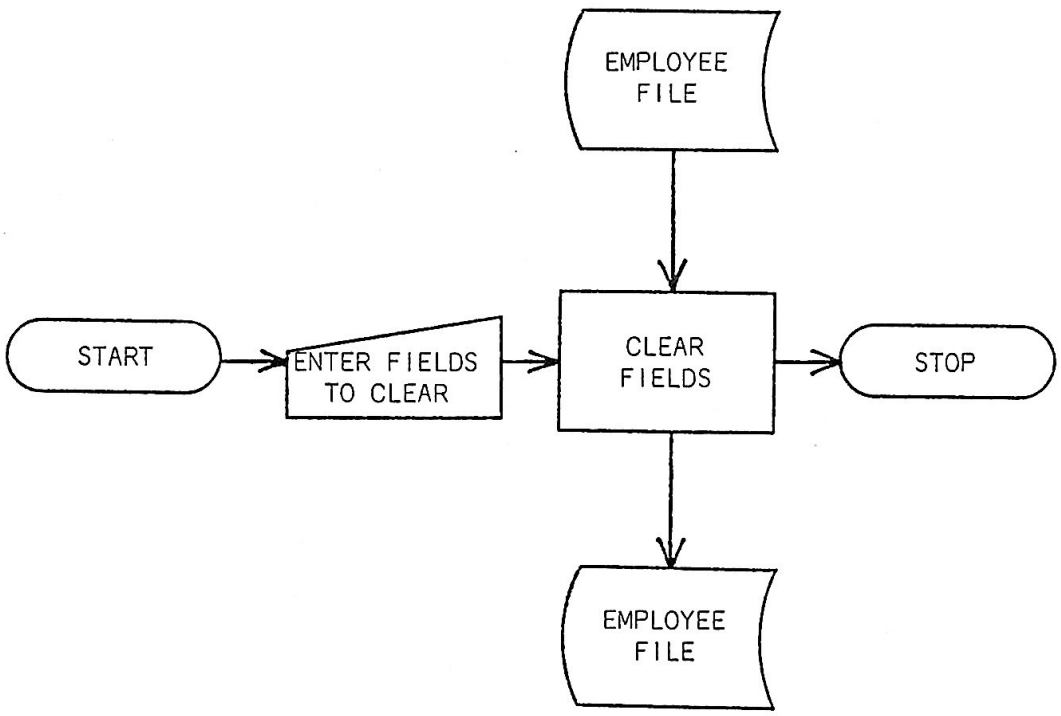


Enter starting and ending dates per VTPR11. Print Review Report per RPTPR13. (See FDPR3.)



Print Overtime and Sick Pay Report per RPTPR14. (See FDPR3.)

Clear MTD, QTD and/or YTD Fields (PAYCLR)

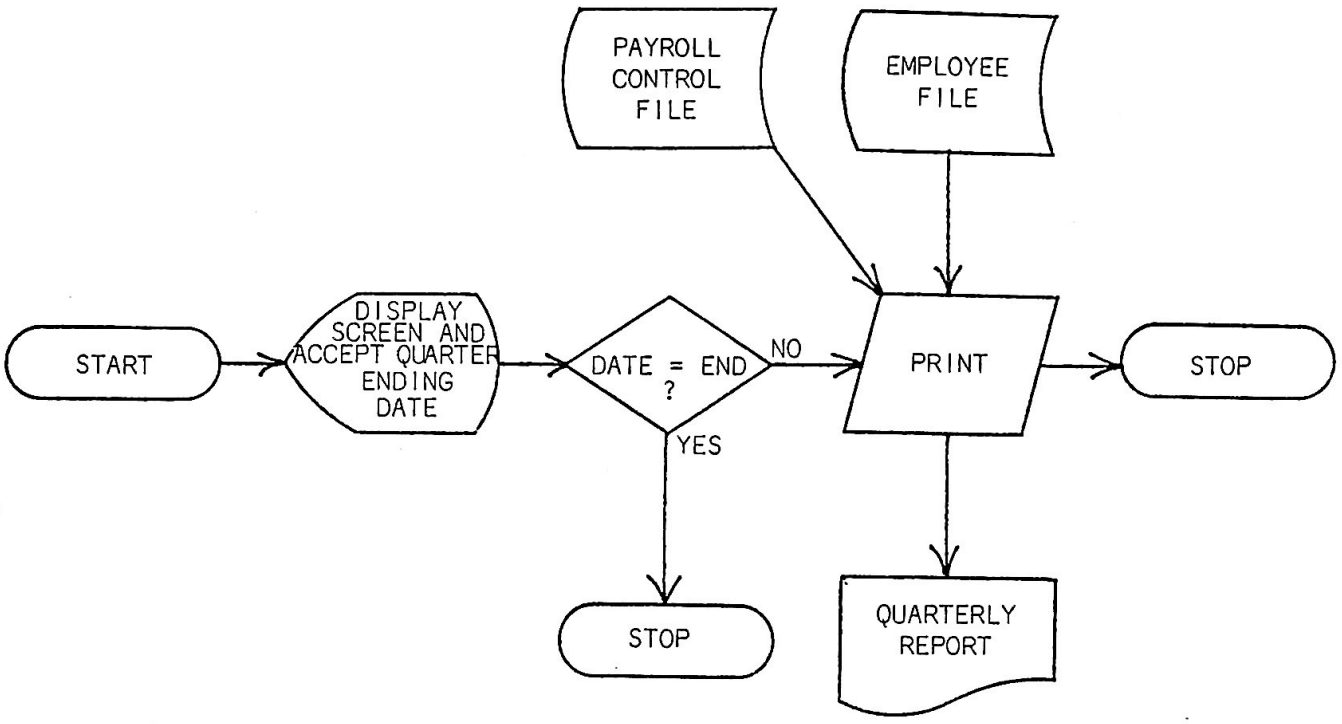


Enter fields to clear per VTPR12. Clear Employee file MTD, QTD, and/or YTD fields depending on selections. (See FDPR3.)

System Logic Flow

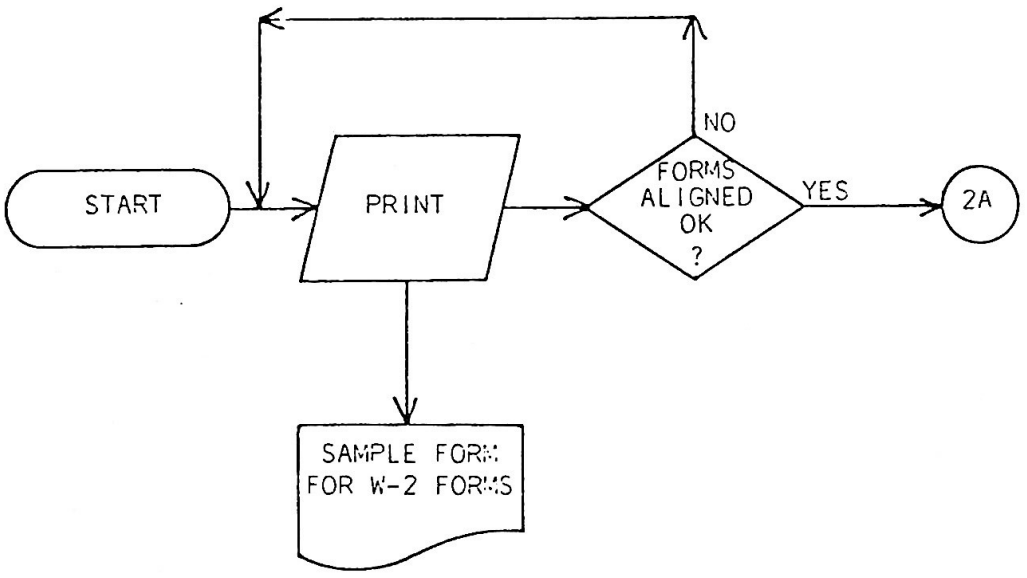
Payroll

Quarterly Report (QUARPT)



The full VDT format (VTPR13) is displayed and the quarter ending date is accepted. If "END" is entered, processing stops.

Otherwise, the Quarterly Report (RPTPR15) is automatically printed from the Employee file (FDPR3) and the Payroll Control file (FDPR1).

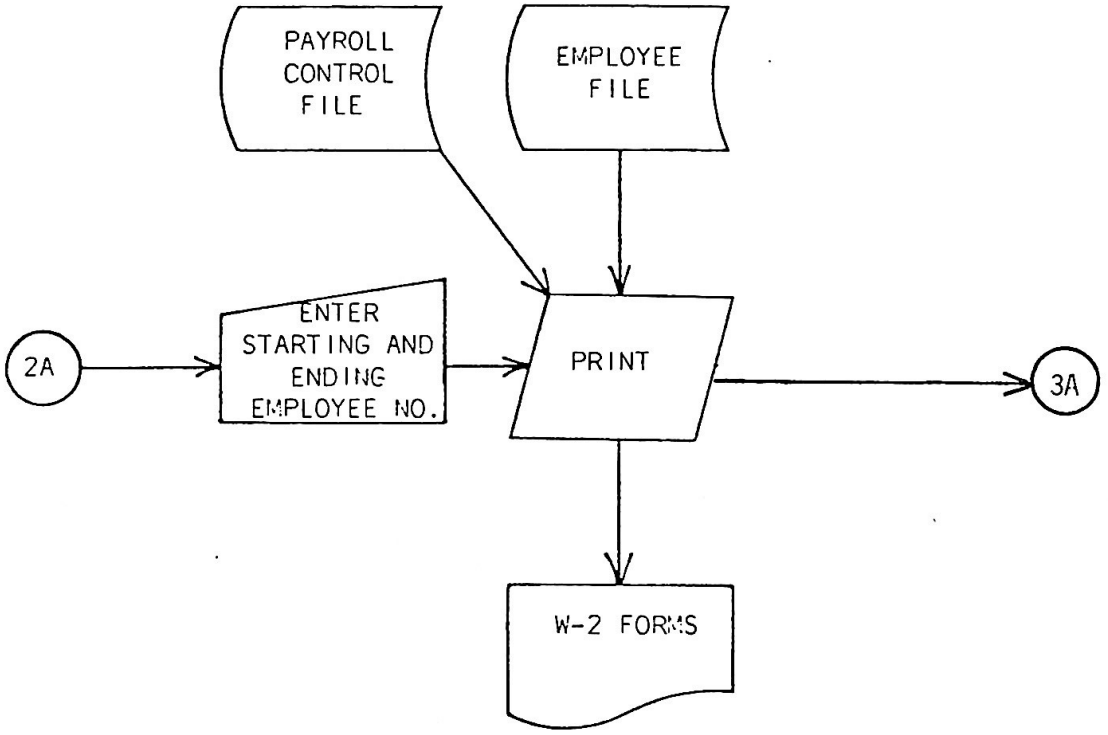


An alignment form is printed to make sure W-2 forms are properly mounted.

System Logic Flow

Payroll

Print W-2 Forms (W2ALGN, W2PRNT)

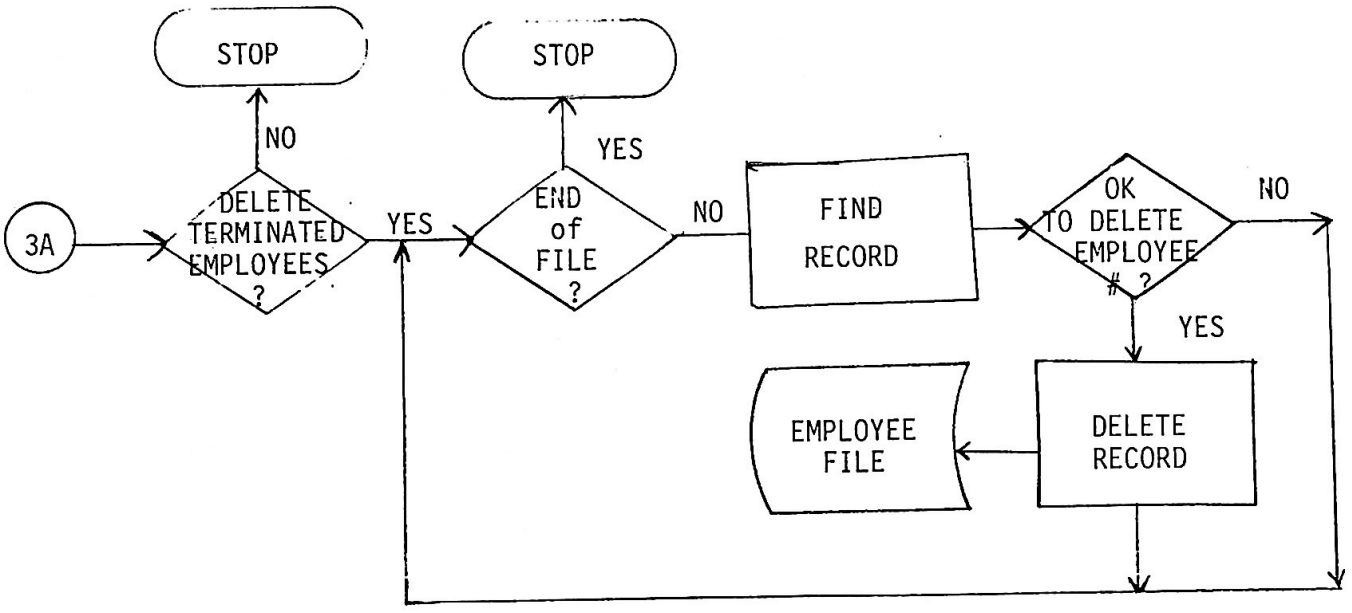


The starting and ending employee number are entered via the keyboard and W-2 forms are produced for all employees using the Employee file (FDPR3) and the Payroll Control file (FDPR1). . W-2 forms are then printed (RPTPR16).

System Logic Flow

Payroll

Delete Terminated Employees (DELEMP)



After printing W-2 forms the option to delete terminated employees is available.

If end of file is encountered the program returns to the main menu.

SECTION 5
SYMBOL TABLES

SECTION V

SYMBOL TABLES

PAYROLL

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SYMBOL TABLE

D-BASIC
Release: 001
Date: 2/1/79

P / R

PRMENU
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Symbol	Size (bytes)	Description/Use
B$	35	Contains blanks.
E2	FP	End flag.
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
L	FP	Length.
M	FP	See "INPUT".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	Index in FOR loops.
N$	108	Variable holding program names.
N1$	10	Program to chain to.
O%	FP	See "DISPLY" and "ISAM".
R9$	1	See "INPUT".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

SYMBOL TABLE

D-BASIC
Release: 001
Date: 2/1/79

P / R

DECMNT
Page 1 of 2

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Contains blanks.
C%	FP	Logical file number.
D$	13	See "DISPLY".
D6	FP	See "INPUT".
E1	FP	End flag. If equal to 1 then go to END routine.
E2	FP	End flag.
F$	10	String to hold file name for "DEDERN" file.
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	10	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K	FP	Index in FOR loops.
K$	2	"DEDERN" file key.
K1$	10	Variable displayed on screen containing code.
L	FP	Length.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M$	15	Deduction Earnings Code File Master Record.

Symbol	Size (bytes)	Description/Use
M%	FP	See "ISAM".
M1	FP	Selection code. (See "MMENU").
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M3$	25	Variable containing "CODE".
M4$	23	See "MMENU".
M5$	44	Title at top of screen. Used in "MMENU".
M7$	10	Work variable.
N	FP	Index in FOR loops.
N1	FP	Number of tags on first screen.
N1$	10	Program to chain to.
O%	FP	See "DISPLY" and "ISAM".
R9$	1	See "INPUT".
S$	10	String to hold deduction earning type.
S1	FP	Index for data entry loop. Indicates number of first screen item depending on the screen.
S2	FP	Index for data input loop. Indicates last screen item depending on the number of screens. Also used as an error switch.
S2$	50	See "MMENU".
S4	FP	Search return flag - S4 = 0 on a normal return. S4 = 1 on an add means duplicate record and on change inquire or delete it means record not found.
T9$	15	Variable to hold screen tags.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
X	FP	Variable to save the value of the column.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
C%	FP	Logical file number.
D$	35	See "PDISP".
D1	FP	Number of fields in print line #1.
D6	FP	See "INPUT".
E2	FP	End flag.
F$	10	File name containing "DEDERN".
H1$	30	See "PRINT".
H2$	32	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	10	See "PDISP".
I9$	10	See "PDISP".
J	FP	See "PDISP".
K$	2	Key for "DEDERN".
K1$	10	Variable containing "CODE".
L	FP	Length.
L1%	FP	See "ISAM".
L1$	81	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	15	Master record for "DEDERN" file.
M7$	10	Work variable.
N	FP	See "PDISP".
O%	FP	See "DISPLY" and "ISAM".
P	FP	Fatal error flag indicating fatal error routine is active.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Code count.
P3$	53	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "INPUT".
P6	FP	See "INPUT".
P7	FP	Deduction code type count.
P8	FP	Earning code type count.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A$	28	Work variable.
A1	FP	See "ANYCHG".
A1$	106	Master record for "EMPFI2".
A2	FP	See "ANYCHG".
A2$	209	Master record for "EMPFI3".
A3$	124	Master record "TIMTR1".
A4$	130	Master record "MANTR1".
B$	35	Variable containing blanks.
C%	FP	Logical file number "EMPFI3".
C1%	FP	Logical file number "EMPFI2".
C2%	FP	Logical file number "EMPFI3".
C3%	FP	Logical file number "TIMTR1".
C4%	FP	Logical file number "MANTR1".
D$	13	See "DISPLY".
D1$	42	Array for holding various frequency hours.
D2$	10	String to contain hours based on frequency code.
D6	FP	See "INPUT".
E$	3	Work variable.
E1	FP	End flag. When equal to 1 go to END routine.
E2	FP	End flag.
F$	6	Variable containing "EMPFIL".
F1$	6	File name "EMPFI2".
F2$	6	File name "EMPFI3".
F3$	6	File name "TIMTR1".
F4$	6	File name "MANTR1".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	Position of "." in I9$.
K	FP	Index in FOR loops.
K$	4	Employee file key.
K1$	10	Variable displayed on screen containing "EMPLOYEE".
K3$	4	Work variable.
K4$	4	Work variable.
K5$	5	Key for "TIMTR1".
K6$	6	Key for "MANTR1".
L	FP	See "INPUT". Also variable to save the row position. Also index in loop.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	Variable to save the column position.
M%	FP	See "ISAM".
M$	190	Master record for "EMPFIL".
M1	FP	Selection code (see "MMENU").
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M3$	25	Variable containing "EMPLOYEE".
M4$	23	See "MMENU".
M5$	25	Title at top of screen. (Used in "MMENU").
M7$	10	Work variable.
N	FP	Index in FOR loops.
N1	FP	Number of tags on first screen.
N1$	10	Variable containing program name to chain to.

Symbol	Size (bytes)	Description/Use
O%	FP	See "DISPLY" and "ISAM".
P$	10	String containing abbreviations for frequencies.
R9$	1	See "INPUT".
S	FP	Error switch.
S1	FP	Index for data entry loop. Indicates the number of the first screen item depending on the screen.
S2	FP	Index for data entry loop. Indicates last screen item depending on the number of screens.
S2$	50	See "MMENU".
S4	FP	Search return flag - S4 = 0 on a normal return. S4 = 1 on an add means duplicate record and on change inquire or delete it means record not found.
S6	FP	Submenu flag indicating submenu has been printed.
S6$	75	Submenu string for various submenus.
S9$	4	Work variable.
T9$	16	Variable to hold screen tags.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A$	28	Work variable.
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C%	FP	Logical file number.
C2%	FP	Logical file number.
C2$	115	Master record for "DEDERN" file.
D$	13	See "DISPLY".
D6	FP	See "INPUT".
E1	FP	End flag.
E2	FP	End flag.
F$	10	Variable containing file name "EMPFI2".
F2$	10	Variable containing file name "DEDERN".
I	FP	Index in loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K	FP	Index in loops.
K$	4	Key for "EMPFI2".
K1$	10	Variable displayed on screen containing "EMPLOYEE".

Symbol	Size (bytes)	Description/Use
K2$	2	"DEDERN" key.
K3$	10	Work variable.
L	FP	See "INPUT". Also holds row number.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	Variable to hold column number.
M%	FP	See "ISAM".
M$	106	Master record for "EMPFI2".
M1	FP	See "MMENU".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M3$	10	Variable containing "EMPLOYEE".
M4$	23	See "MMENU".
M7$	10	Work variable.
N	FP	Index in FOR loops.
N1	FP	Number of tags in screen one.
N2	FP	Number of tags in second screen.
O%	FP	See "DISPLY" and "ISAM".
R9$	1	See "INPUT".
S	FP	Error switch.
S1	FP	Index for data entry loop. Indicates the number of the first item in screen 2.
S2	FP	Index in data entry loop. Indicates the number of the last item in screen 2.
S6	FP	Submenu flag indicating submenu has been printed.
S6$	75	String to hold various submenus.
S9$	FP	Work variable.

Symbol	Size (bytes)	Description/Use
T9$	16	Variable to hold screen tags.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z	FP	Index in FOR loops.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	28	Work variable.
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C%	FP	Logical file number.
D$	13	See "DISPLY".
D6	FP	See "INPUT".
E1	FP	End flag.
E2	FP	End flag.
F$	10	Variable containing file name "EMPFI3".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K	FP	Index in FOR loops.
K$	4	Key for "EMPFI3".
K1$	10	Variable containing "EMPLOYEE".
K3$	4	Work variable.
L	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	209	Master record for "EMPFI3".
M1	FP	See "MMENU".
M1$	35	See "MESAGE".
M2$	11	See "MESAGE".
M3$	10	Variable containing "EMPLOYEE".
M4$	24	See "MMENU".
M7$	10	Work variable.
N	FP	Index in FOR loops.
N1	FP	Number of tags on first screen.
N1$	10	Variable containing name of program to chain to.
N2	FP	Number of tags on second screen.
N3	FP	Number of tags on third screen.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S	FP	Error switch.
S1	FP	Index in input data loop. Indicates the first item in screen three.
S2	FP	Index in input data loop. Indicates the last item in screen three.
S4	FP	Search return flag - S4 = 0 on normal return. S4 = 1 on add means duplicate record error and on change/delete it means record not found.
S6$	75	Submenu to hold screen tags.
S9$	4	Work variable.

Symbol	Size (bytes)	Description/Use
T9$	16	Variable to hold screen tags.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z	FP	Index in FOR loop.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K1$	30	Variable containing "EMPLOYEE".
L	FP	See "INPUT".
M	FP	See "INPUT".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	Index in FOR loops.
O%	FP	See "DISPLY".
R9$	1	See "INPUT".
S1	FP	End program flag. See "STENO".
S2$	4	Starting employee number.
S3$	4	End employee number.
S9$	4	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1$	190	Master record for EMPFIL.
A2$	106	Master record for EMPFI2.
A3$	209	Master record for EMPFI3.
B$	32	Variable containing blanks.
C%	FP	Logical file number for EMPFIL.
C2%	FP	Logical file number for EMPFI2.
C3%	FP	Logical file number for EMPFI3.
D$	35	See "PDISP".
D1	FP	Number of fields in print line number 1.
D1$	15	Array to hold values for indexing a loop to load print line.
D2$	15	Work variable.
D6	FP	See "INPUT".
E2	FP	End flag.
E$	209	Work variable.
E1$	5	Work variable.
F	FP	Detail line flag indicating which detail line has been printed and consequently which heading to print.
F$	6	File name for "EMPFIL".
F2$	6	File name for "EMPFI2".
F3$	6	File name for "EMPFI3".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	36	See "PDISP".
I9$	36	See "PDISP".
J	FP	See "PDISP".
K$	4	Employee file key.
L	FP	See "PDISP".
L1%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
N	FP	Index in FOR loops.
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	45	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
R	FP	Switch to tell if first record has been read.
S2	FP	Switch which if equal to 2 indicates end of page for 2 employees.
S2$	4	Starting employee number.
S3$	4	End employee number.
S9$	4	Work variable.
T2$	4	String for single employee count.
T3$	4	String for counting married employees.
T4$	4	String for counting head of house employees.
T5$	4	String for holding count of salaried employees.
T6$	4	String for count of hourly employees.
T7$	1	Work variable.
T9$	4	String to contain total employees printed.

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
B1$	132	Second option heading if terminated employees are not selected for printing.
B2$	132	Second part of second heading option if terminated employees aren't selected for printing.
C%	FP	Logical file number for "EMPFIL".
C2%	FP	Logical file number for "EMPIDX".
D$	35	See "PDISP".
D6	FP	See "PDISP".
E$	190	Master record for "EMPFIL".
E2	FP	End flag.
F$	10	File name for "EMPFIL".
F2$	10	File name for "EMPIDX".
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "PRINT".
K$	4	"EMPFIL" key.
K2$	17	"EMPIDX" key.
L	FP	See "PDISP".
L1%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
L1$	41	See "PRINT".
L2%	FP	See "ISAM".
L2$	110	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	4	Master record for "EMPIDX".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	Index in FOR loops.
O%	FP	See "ISAM".
P	FP	Fatal error flag.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	51	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
Q$	1	Yes/No variable containing answer to whether terminated employees are selected for printing.
R9$	1	See "INPUT".
S9$	4	Work variable.
T$	1	Work variable.
T1$	10	Count of all employees selected.
T2$	10	Count of pay frequency by day.

Symbol	Size (bytes)	Description/Use
T3$	10	Count of pay frequency by week.
T4$	10	Count of pay frequency by bi-weekly period.
T5$	10	Count of employees on semi-monthly pay frequency.
T6$	10	Count of employees on monthly pay frequency.
T7$	10	Count of employees on quarterly pay frequency.
T8$	10	Option count of employees who have been terminated.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A1$	1	Work variable.
A2	FP	See "ANYCHG".
A2$	1	Work variable.
A3$	1	Work variable.
A4$	1	Work variable.
A5$	1	Work variable.
A6$	1	Work variable.
B$	35	Variable containing blanks.
C1%	FP	Logical file number "TIMTR1".
C2%	FP	Logical file number "TIMT1A".
C3%	FP	Logical file number "TIMTR2".
C4%	FP	Logical file number "TIMT2A".
C5%	FP	Logical file number "EMPFIL".
C6%	FP	Logical file number "DEDERN".
C8$	35	Work variable.
C9$	35	Variable used to read "CONTRL" file.
E1	FP	End flag.
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "TIMTR2".
F4$	6	File name "TIMT2A".
F5$	6	File name "EMPFIL".
F6$	6	File name "DEDERN".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K1$	1	Key for "TIMTR1", "TIMT1A".
K2$	1	Key for "TIMTR2", "TIMT2A".
K3$	1	Key for "EMPFIL".
K4$	1	Key for "DEDERN".
L	FP	See "INPUT".
M	FP	See "INPUT".
M1	FP	See "MMENU".
M1$	30	See "MESAGE".
M2	FP	See "MMENU".
M2$	11	See "MESAGE".
M4$	23	See "MMENU".
M5$	30	See "MMENU".
N	FP	See "INPUT".
N1$	6	Program to chain to.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S	FP	Flag.
S1	FP	Flag to indicate whether to display first screen of "TIMENT".
S9$	4	Work variable.
T9$	75	Variable holding screen tags.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A	FP	Flag to indicate whether or not to write a file.
A$	124	Master record for "TIMTR1".
A1	FP	See "ANYCHG".
A1$	144	Master record for "TIMT1A".
A2	FP	See "ANYCHG".
A3$	204	Master record for "TIMTR2".
A4$	102	Master record for "TIMT2A".
A5	FP	Flag to indicate whether any changes were made in change mode.
B$	39	Variable containing blanks.
C1%	FP	Logical file number "TIMTR1".
C2%	FP	Logical file number "TIMT1A".
C3%	FP	Logical file number "TIMTR2".
C4%	FP	Logical file number "TIMT2A".
C5%	FP	Logical file number "EMPFIL".
C6%	FP	Logical file number "DEDERN".
C9$	35	Payroll control file record.
D6	FP	Position of field in record.
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "TIMT2A".
F4$	6	File name "TIMTR2".
F5$	6	File name "EMPFIL".
F6$	6	File name "DEDERN".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	2	See "INPUT".

Symbol	Size (bytes)	Description/Use
I6$	2	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K	FP	Index in FOR loops.
K$	5	Key for "EMPFIL", "TIMTR1", "TIMT1A", "TIMTR2", "TIMT2A".
K1	FP	Index in FOR loops.
K1$	3	Variable containing "TRX".
K8$	28	"DEDERN" key.
K9$	6	Flag to indicate whether the employee file has been searched for use in defaulting the employee number.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	268	Work variable.
M1	FP	See "MMENU".
M1$	35	See "MESAGE".
M2$	11	See "MESAGE".
M6$	35	Work variable.
M7$	190	Master record "EMPIL".
M8$	15	Master record "DEDERN".
M9$	306	Work variable used to temporarily store a Payroll Time Transaction file record.
N	FP	See "INPUT".
N1	FP	Number of tags on screen.
N1$	6	Program to chain to.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
T9$	48	String variable to hold tags displayed on screen.
V	FP	Variable holding number of vacation weeks.

Symbol	Size (bytes)	Description/Use
V1$	5	Work variable.
V2$	1	Work variable.
V3$	3	Work variable.
V4$	5	Work variable.
V5$	3	Work variable.
V6$	5	Work variable.
W	FP	Work variable.
W$	2	Work variable.
Z$	1	Work variable.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

SYMBOL TABLE

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P / R

Symbol	Size (bytes)	Description/Use
A$	124	Master record for "TIMTR1".
A1	FP	See "ANYCHG".
A1$	144	Master record for "TIMT1A".
A2	FP	See "ANYCHG".
A3$	204	Master record for "TIMTR2".
A4$	102	Master record for "TIMT2A".
A5	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C1%	FP	Logical file number for "TIMTR1".
C$	2	Work variable.
C1$	1	Work variable.
C2%	FP	Logical file number for "TIMT1A".
C3%	FP	Logical file number for "TIMTR2".
C4%	FP	Logical file number for "TIMT2A".
D6	FP	Position of field in record.
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "TIMTR2".
F4$	6	File name "TIMT2A".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	39	See "INPUT".
I7	FP	See "INPUT".
I7$	35	See "MESAGE".

Symbol	Size (bytes)	Description/Use
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	Work variable.
K	FP	Index in FOR loops.
K$	6	Key for "TIMTR1", "TIMT1A", "TIMTR2", "TIMT2A".
K1	FP	Index in FOR loops.
K1$	4	Work variable.
L	FP	See "INPUT".
L1	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	268	Work variable.
M1	FP	See "MMENU".
M1$	45	See "MESAGE".
M2$	11	See "MESAGE".
M6$	306	Work variable.
M7$	39	Work variable.
M9$	306	Work variable used to temporarily store a Payroll Time Transaction file record.
N	FP	See "INPUT".
N1	FP	Number of tags on the screen.
O%	FP	See "ISAM".
P	FP	Fatal error flag.
R9$	1	See "INPUT".
S	FP	In changing a field - flag to control the display of distribution totals so as not to display and then immediately redisplay.
T$	10	Variable to hold total hours or percents of the regular hour distribution.
T1$	10	Variable to hold total hours of the overtime distribution.
T9$	63	String variable to hold tags displayed on screen.

Symbol	Size (bytes)	Description/Use
V	FP	Variable holding number of vacation weeks.
V1$	5	Work variable.
V2$	1	Work variable.
V3$	5	Work variable.
V4$	1	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A$	124	Master record for "TIMTR1".
A1$	144	Master record for "TIMT1A".
A3$	204	Master record for "TIMTR2".
A4$	102	Master record for "TIMT2A".
B	FP	Variable to hold total number of employees with a bi-weekly pay frequency.
B$	40	Variable containing blanks.
C$	1	Work variable.
C1%	FP	Logical file number for "TIMTR1".
C2%	FP	Logical file number for "TIMT1A".
C1$	2	Work variable.
3%	FP	Logical file number for "TIMTR2".
C4%	FP	Logical file number for "TIMT2A".
C5%	FP	Logical file number for "EMPFIL".
C9$	35	Payroll Control file record.
D	FP	Variable to hold number of employees with a daily pay frequency.
D$	35	See "PRINT".
D6	FP	See "PRINT".
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "TIMTR2".
F4$	6	File name "TIMT2A".
F5$	6	File name "EMPFIL".
H	FP	Variable to hold total number of hourly employees.
H1$	132	See "PRINT".
H2$	131	See "PRINT".
H3$	59	See "PRINT".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".

Symbol	Size (bytes)	Description/Use
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	36	See "PDISP".
I9$	10	Work variable.
J	FP	See "PDISP".
J1	FP	Work variable used as a subscript.
J2	FP	Work variable used as a subscript.
J3	FP	Work variable used as a subscript.
J4	FP	Work variable used as a subscript.
K	FP	Index in FOR loops.
K$	6	Key for "TIMTR1", "TIMT1A", "TIMTR2", "TIMT2A", "EMPFIL".
K1	FP	Variable to hold the number of the next line of regular hours distribution to be printed for a particular transaction.
K2	FP	Variable to hold the number of the next line of overtime hours distribution to be printed for a particular transaction.
L	FP	Index in FOR loops.
L1%	FP	See "ISAM".
L1$	34	See "PRINT".
L2%	FP	See "ISAM".
L2$	41	See "PRINT".
L3$	106	See "PRINT".
L4$	99	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	Variable to hold total number of employees with a monthly pay frequency.
M%	FP	See "ISAM".
M$	268	Work variable.

Symbol	Size (bytes)	Description/Use
M6$	306	Work variable.
M7$	190	Employee file record.
M9$	1	Flag to control type of print-out. M9$ = "E" is Payroll Time Edit list. M9$ = "R" is Payroll Time Register.
N	FP	See "PDISP".
N1$	6	Program to chain to.
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	44	Report title.
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P5$	132	Work variable used to concatenate.
P6	FP	See "PDISP".
P9	FP	Work variable used in editing. Used to hold byte position of the last character in P5$ other than a blank.
Q	FP	Variable to hold total number of employees with a quarterly pay frequency.
R	FP	Flag to indicate when to Add 1 to P2 so as to keep the first two lines of a transaction from being split between two pages. R = 0 is add 1. R = 1 is do not add 1.
S	FP	Variable to hold total number of salaried employees.
S1	FP	Variable to hold total number of employees with a semi-monthly pay frequency.
T	FP	Variable to hold total number of entries.
T$	68	Variable to hold totals other than: total number of entries - employee type totals - pay frequency totals.
W	FP	Variable to hold total number of employees with a weekly pay frequency.

Symbol	Size (bytes)	Description/Use
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A$	124	Master record for "TIMTR1".
A1	FP	See "ANYCHG".
A1$	144	Master record for "TIMT1A".
A2	FP	See "ANYCHG".
A3$	204	Master record for "TIMTR2".
A4$	102	Master record for "TIMT2A".
B$	35	Variable to hold blanks.
C$	7	Variable to hold frequency codes.
C1%	FP	Logical file number for "TIMTR1".
C2%	FP	Logical file number for "TIMT1A".
C3%	FP	Logical file number for "TIMTR2".
C4%	FP	Logical file number for "TIMT2A".
C5%	FP	Logical file number for "EMPFIL".
C6%	FP	Logical file number for "EMPFI2".
C7%	FP	Logical file number for "DEDERN".
D1$	31	Contains deduction frequencies codes.
D3$	15	Master record for "DEDERN".
D9	FP	Flag to indicate if frequency code entered is a valid code. (D9 = 0 is valid; D9 = 1 is invalid).
E$	296	Work variable.
E2	FP	End flag.
F1$	6	File name for "TIMTR1".
F2$	6	File name for "TIMT1A".
F3$	6	File name for "TIMTR2".
F4$	6	File name for "TIMT2A".
F5$	6	File name for "EMPFIL".
F6$	6	File name for "EMPFI2".
F7$	6	File name for "DEDERN".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	FP	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	Used as subscript value in substring.
K	FP	Used as index in FOR loops.
K1$	10	Key for "EMPFIL", "EMPFI2".
K2$	10	Key for "TIMTR1", "TIMT1A".
K3$	10	Key for "DEDERN".
K4$	10	Key for "TIMTR2", "TIMT2A".
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M3$	190	Master record for "EMPFIL".
M4$	106	Master record for "EMPFI2".
N	FP	See "INPUT".
O%	FP	See "ISAM".
R9$	1	See "INPUT".
T$	268	Work variable.
T2$	306	Temporarily used to hold taxable gross.
T9$	77	Holds screen tags for display.

Symbol	Size (bytes)	Description/Use
V$	6	Work variable.
V1$	4	Work variable.
V2$	2	Work variable.
V3$	1	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

Symbol	Size (bytes)	Description/Use
A$	124	Master record for "TIMTR1".
A1$	144	Master record for "TIMT1A".
B$	10	Variable containing blanks.
B1$	48	Federal Base amount withheld (single).
B2$	48	Federal Base amount withheld (married).
B4$	72	State Base amount withheld (single).
B5$	72	State Base amount withheld (married).
B6$	72	State Base amount withheld (Head of household).
C$	36	Control file record.
C1%	FP	Logical file number for "TIMTR1".
C1$	50	State Tax credit table amounts (single).
C2%	FP	Logical file numbers for "TIMT1A".
C2$	50	State tax credit table amounts (married and head of household)
C4%	FP	Logical file number for "EMPFI3".
C5%	FP	Logical file number for "EMPFIL".
C6%	FP	Logical file number for "EMPFI2".
D$	24	State Standard Deduction Table amounts.
E$	505	Work variable.
E1$	1	Exempt from FICA flag (Y = Yes; N = No).
E2	FP	End flag.
E2$	6	Amount of withholding allowance (Federal and State).
E3$	6	Amount of additional withholding allowance (State).
F$	6	Work variable.
F1	FP	Maximum amount of FICA withheld.
F1$	6	File name for "TIMTR1".
F2$	6	File name for "TIMT1A".
F3$	4	FICA percentage.
F4$	6	File name "EMPFIL".
F5$	6	File name "TIMT1A".
F6$	6	File name "EMPFI2".

Symbol	Size (bytes)	Description/Use
F7$	10	Temporarily holds YTD-OST.
F8$	10	Temporarily holds YTD-FICA.
F9	FP	Pay frequency code.
F9$	24	Holds pay frequency conversion table.
H4$	60	State cutoff amounts of taxable gross (head of household).
I	FP	Index in FOR loops.
I8$	6	Work variable.
I9$	10	Work variable.
J	FP	See "INPUT".
K1$	10	Key for "EMPFIL", "EMPFI2", "EMPFI3".
K2$	5	Key for "TIMTR1", "TIMT1A".
L$	28	State low income exemption table.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
M$	40	Federal cut-off amounts of taxable gross (married).
M3$	190	Master record for "EMPFIL".
M4$	106	Master record for "EMPFI2".
M5$	209	Master record for "EMPFI3".
M6$	60	State cut-off amounts of taxable gross (married).
M9$	10	Holds remaining gross after each tax is deducted.
O%	FP	See "ISAM".
P1$	16	Federal percentages withheld beyond base amount (single).
P2$	16	Federal percentages withheld beyond base amount (married).
P4$	24	State percentages withheld beyond base amount (single).
P5$	24	State percentages withheld beyond base amount (married).
P6$	24	State percentages withheld beyond base amount (head of household).
S$	40	Federal cut-off amounts of taxable gross (single).
S1$	10	Temporarily holds sick pay amount.

Symbol	Size (bytes)	Description/Use
S2$	4	Work variable.
S3	FP	Work variable.
S4$	60	State cut-off amounts of taxable gross (single).
S8	FP	Flag for State Tax Credit Table (single - S8 = 1; Married, 0 or 1 exemption - S8 = 2 Married, 2 or more exemptions - S8 = 3; Head of household - S8 = 4)
T$	268	Work variable.
T1$	10	Temporarily holds taxable gross converted to an annual figure.
T2$	10	Work variable.
V$	6	Work variable.
V1$	5	Work variable.
V2$	2	Work variable.
V3$	10	Work variable.
V4$	3	Work variable.
V5$	10	Work variable.
V6$	5	Work variable.
V8$	2	Work variable.

Symbol	Size (bytes)	Description/Use
A$	124	Master record for "TIMTR1".
A1$	144	Master record for "TIMT1A".
B$	10	Variable containing blanks.
C1%	FP	Logical file number for "TIMTR1".
C2%	FP	Logical file number for "TIMT1A".
C5%	FP	Logical file number for "EMPFIL".
C6%	FP	Logical file number for "EMPFI2".
C7%	FP	Logical file number for "DEDERN".
D$	15	Master record for "DEDERN".
D1$	36	Holds deduction frequencies from control file record.
E$	296	Work variable.
E2	FP	End flag.
F1$	6	File name for "TIMTR1".
F2$	6	File name for "TIMT1A".
F5$	6	File name for "EMPFIL".
F6$	6	File name for "EMPFI2".
F7$	6	File name for "DEDERN".
F9	FP	Holds byte position in Employee file of Deductions/ Earning code; also is a return code from subroutine.
I	FP	Index in FOR loops.
I9$	10	Work variable.
J	FP	Value calculated for subscript in substring D1$.
K	FP	Index in FOR loops.
K1$	4	Key for "EMPFIL", "EMPFI2".
K2$	5	Key for "TIMTR1", "TIMT1A".
K3$	10	Key for "DEDERN".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
M3$	190	Work variable.
M4$	106	Work variable.

Symbol	Size (bytes)	Description/Use
N$	10	Net pay.
O%	FP	See "ISAM".
T$	268	Work variable.
V$	6	Work variable.
V1$	10	Work variable.
V2$	2	Work variable.
V4$	3	Work variable.

Symbol	Size (bytes)	Description/Use
A	FP	Work variable.
A$	124	Master record for "TIMTR1".
A1$	144	Master record for "TIMT1A".
B$	35	Variable containing blanks.
C	FP	Count number of checks.
C1%	FP	Logical file number for "TIMTR1".
C2%	FP	Logical file number for "TIMT1A".
C4%	FP	Logical file number for "EMPFI3".
C5%	FP	Logical file number for "EMPFIL".
C6%	FP	Logical file number for "EMPFI2".
C7%	FP	Logical file number for "EMPFI3".
D$	35	See "PRINT".
D3$	15	Master record for "DEDERN".
D6	FP	Starting position in a Master record field.
E$	505	Work variable.
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F4$	6	File name "DEDERN".
F5$	6	File name "EMPFIL".
F6$	6	File name "EMPFI2".
F7$	6	File name "DEDERN".
H1$	132	See "PRINT".
H2$	132	See "PRINT".
H3$	54	See "PRINT".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".

Symbol	Size (bytes)	Description/Use
I6$	35	Work variable.
I9$	36	Work variable.
J	FP	Subscript in employee file record.
K	FP	Index in FOR loops.
K1$	4	Key for "EMPFIL", "EMPFI2", "EMPFI3".
K2$	6	Key for "TIMTR1", "TIMT1A".
K3$	4	Key for "DEDERN".
L	FP	See "PRINT".
L1%	FP	See "ISAM".
L1$	129	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	35	See "PDISP".
M3$	190	Master record "EMPFIL".
M4$	106	Master record "EMPFI2".
M5$	209	Master record "EMPFI3".
N	FP	See "PDISP".
O%	FP	See "ISAM".
P	FP	Position flag for editing string arithmetic.
P$	200	Emulated array (20 x 10) holding pay and earnings totals.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
P2$	132	See "PRINT".
P3$	31	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
R	FP	Count of regular checks.
T(1)	FP	Array (7 x 2) holding record positions in employee file of total fields.
T$	268	Work variable.
T1	FP	Work variable.
T1$	80	Emulated array (8 x 10) holding this period's totals.
T2	FP	Work variable.
T2$	54	Emulated array (6 x 9) holding tags for pay totals.
T3$	48	Emulated array (8 x 6) holding tags for control totals.
T4$	77	Emulated array (7 x 11) holds YTD-IN totals.
T5$	10	Holds a Deduction/Earnings code.
T6$	14	Emulated array (14 x 1) of Deductions/Earnings codes.
T7$	70	Emulated array (7 x 10) to temporarily hold a year-to-date total figure in case next record is vacation record.
V	FP	Count of vacation checks.
V$	10	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A$	124	Master record for "TIMTR1".
A1$	144	Master record for "TIMT1A".
B$	35	Variable containing blanks.
C	FP	Number of employees.
C$	36	Control file record.
C1%	FP	Logical file number "TIMTR1".
C2%	FP	Logical file number "TIMT1A".
C5%	FP	Logical file number "EMPFIL".
C6%	FP	Logical file number "EMPFI2".
C7%	FP	Logical file number "DEDERN".
D$	35	See "PDISP".
D3$	15	Master record for "EMPFIL".
D6	FP	Starting position of a field in a record.
E$	296	Work variable.
E2	FP	End flag.
F1$	6	Filename "TIMTR1".
F2$	6	Filename "TIMT1A".
F5$	6	Filename "DEDERN".
F6$	6	Filename "EMPFI2".
F7$	6	Filename "DEDERN".
H1$	129	See "PRINT".
H2$	132	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	Length of a record field.
I5	FP	See "POSIT".
I6$	36	Work variable.
I7$	1	Work variable.

Symbol	Size (bytes)	Description/Use
I9$	36	Work variable.
J	FP	Subscript value in a substring.
K1$	4	Key for "EMPFIL", "EMPFI2".
K2$	10	Key for "TIMTR1", "TIMT1A".
K3$	10	Key for "DEDERN".
L	FP	See "PRINT".
L1%	FP	See "ISAM".
L1$	81	See "PRINT".
L2%	FP	See "ISAM".
L2$	107	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	35	See "PDISP".
M1$	190	Master record for "EMPFIL".
M2$	11	See "MESAGE".
M3$	106	Master record for "EMPFI2".
N	FP	See "PDISP".
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	37	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
P6	FP	See "PRINT".
T$	268	Work variable.
T1$	10	Total amount of deductions for an employee.
T2$	180	Emulated array (20 x 9) holding totals.
T4$	20	Emulated array (20 x 1) of Deductions/Earnings codes.
T5$	10	Holds a deduction/earning code.
T6$	28	Holds tags for standard deductions.
T7$	10	Work variable.
T8$	10	Work variable.
V$	6	Work variable.
V1$	6	Work variable.
V2$	10	Work variable.
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z%	FP	See "MESAGE".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C$	10	Starting check number.
D$	35	See "PDISP".
D1$	10	String to hold checkdate.
D6	FP	See "INPUT".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	Index in FOR loops.
L	FP	See "INPUT".
M	FP	See "INPUT".
M$	35	See "PDISP".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
N1	FP	Index in loops to show how many times to read a line.
O%	FP	See "ISAM".
P2	FP	See "PRINT".
P2$	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
P5	FP	See "PRINT".
P6	FP	See "PRINT".
R9$	1	See "INPUT".
S2$	4	Starting employee number.
S3$	4	Ending employee number.
S9	FP	Switch which when set equal to one indicates that the program has been chained to from the check printing program, so the form alignment logic is skipped.
S9$	1	Work variable.
W1	FP	See "MESAGE".
W2$	36	See "MESAGE".
W3$	10	See "MESAGE".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A	FP	Work variable.
A$	104	Array to hold eight descriptions and amounts of deductions or earnings.
A1	FP	See "ANYCHG".
A1$	124	Master record for "TIMTR1".
A2	FP	See "ANYCHG".
A2$	144	Master record for "TIMT1A"
B$	35	Variable containing blanks.
C$	6	Starting check number.
C1%	FP	Logical file number "TIMTR1".
C1$	FP	String to hold starting check number for purposes of string arithmetic.
C2%	FP	Logical file number "TIMT1A".
C3%	FP	Logical file number "EMPFIL".
C4%	FP	Logical file number "EMPFI2".
C5%	FP	Logical file number "EMPFI3".
D$	35	See "PRINT".
D1$	6	Check date.
D2$	6	String to hold pay period ending date.
D6	FP	See "INPUT".
D7	FP	Beginning byte position in master record.
E$	505	Work variable.
E1$	28	Work variable.
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "EMPFIL".
F4$	6	File name "EMPFI2".
F5$	6	File name "EMPFI3".
I	FP	Used for index loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "PRINT".
K$	5	Key for "TIMTR1", "TIMT1A".
K2$	6	Key for "EMPFIL", "EMPFI2", "EMPFI3".
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M3$	190	Master record for "EMPFIL".
M4$	106	Master record for "EMPFI2".
M5$	209	Master record for "EMPFI3".
N	FP	See "INPUT".
N	FP	Variable for number of times to feed a line.
N1$	6	Name of program to chain to.
O%	FP	See "ISAM".
P2$	85	See "PRINT".
P5	FP	See "INPUT".
P6	FP	See "INPUT".
P9$	28	Work variable.
R	FP	Work variable.

Symbol	Size (bytes)	Description/Use
S1$	10	String to hold total of all voluntary deductions.
S2$	4	Starting number for type of thing that is being printed.
S3$	4	Ending number for type of thing that is being printed.
S4$	10	String to hold total of all involuntary (state, city and federal) deductions.
T$	268	Work variable.
T1$	10	String to hold total of earnings if over three are used.
T2$	10	Work variable.
V$	1	Work variable.
V1$	6	Work variable.
W	FP	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
X	FP	Variable to increment array position.
X$	2	Variable to hold "D", "E" or "N", which mean "Deduction, Earning or Non-Taxable Earning".
Z	FP	Index in FOR loops.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	124	Master record "TIMTR1".
A1$	144	Master record "TIMT1A".
B$	35	Variable containing blanks.
C1%	FP	Logical file number "TIMTR1".
C2%	FP	Logical file number "TIMT1A".
C3%	FP	Logical file number "EMPFIL".
D$	13	See "PDISP".
D2$	13	Pay period ending date string.
D6	FP	See "INPUT".
E$	190	Master record "EMPFIL".
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "EMPFIL".
H1$	60	See "PRINT".
H2$	59	See "PRINT".
H3$	1	See "PRINT".
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	36	See "INPUT".
I7$	1	See "MESAGE".
I9$	20	See "INPUT".
J	FP	See "PDISP".
K$	6	Key for "TIMTR1", "TIMT1A".
K2$	6	Key for "EMPFIL".
L	FP	See "PDISP".
L1%	FP	See "ISAM".
L1$	81	See "PRINT".
L2%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "PDISP".
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	43	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
T$	268	Work variable.
T1$	10	String to hold total for checks printed.
T2$	10	String to hold total of regular checks printed.
T3$	10	Work variable.
T4$	10	String to hold total of weeks worked.
V$	1	Work variable.
V1$	1	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

Symbol	Size (bytes)	Description/Use
A$	124	Master record "TIMTR1".
A1$	144	Master record "TIMT1A".
B$	35	Variable containing blanks.
B1	FP	Bonds due this employee.
B1$	10	Current balance.
B2	FP	Total bonds due.
C1%	FP	Logical file number "TIMTR1".
C2%	FP	Logical file number "TIMT1A".
C3%	FP	Logical file number "EMPFIL".
C4%	FP	Logical file number "EMPFI2".
D$	35	See "PRINT".
D6	FP	See "PRINT".
E$	296	Work variable.
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "EMPFIL".
F4$	6	File name "EMPFI2".
H1$	115	See "PRINT".
H2$	113	See "PRINT".
H3$	1	See "PRINT".
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	Length of field in record.
I5	FP	See "POSIT".
I6$	36	See "PDISP".
I9$	35	See "PDISP".
J	FP	See "PDISP".
K1$	5	Key for "EMPFIL", "EMPFI2".
K2$	5	Key for "TIMTR1", "TIMT1A".

Symbol	Size (bytes)	Description/Use
K3$	4	Holds last employee number.
L	FP	See "PDISP".
L1%	FP	See "ISAM".
L1$	81	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	Work variable.
M%	FP	See "ISAM".
M$	35	See "PDISP".
M3$	190	Master record "EMPFIL".
M4$	106	Master record "EMPFI2"
N	FP	See "PDISP".
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	Count of employees with Savings Bond deductions.
P3$	57	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
T$	268	Work variable.

Symbol	Size (bytes)	Description/Use
T1$	10	Total amount of bonds due.
T2$	10	Total amount of bonds due.
T4$	10	Balance out for all employees.
V$	7	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A$	124	Master record "TIMTR1".
A1$	144	Master record "TIMT1A".
B$	35	Variable containing blanks.
C$	6	Starting check number.
C1%	FP	Logical file number "TIMTR1".
C2%	FP	Logical file number "TIMT1A".
C3%	FP	Logical file number "EMPFIL".
C4%	FP	Logical file number "PAYHIS".
C5%	FP	Logical file number "EMPNAM".
D1$	6	Check date.
D6	FP	See "INPUT".
E$	190	Master record "EMPFIL".
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "EMPFIL".
F4$	6	File name "PAYHIS".
F5$	6	File name "EMPNAM".
H$	68	Master record "PAYHIS".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I9$	30	Holding string.
K1$	5	Key for "TIMTR1", "TIMT1A".
K2$	4	Key for "EMPFIL".
K3$	17	Key for "PAYHIS".
K4$	4	Key for "EMPNAM".

Symbol	Size (bytes)	Description/Use
L	FP	Variable used to increment the record number for the basic files.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
N$	37	Master record "EMPNAM".
O%	FP	See "ISAM".
S2$	4	Starting employee number.
S3$	4	Ending employee number.
T$	268	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
X$	123	String to write records to and read the Basic files.

Symbol	Size (bytes)	Description/Use
A$	124	Master record "TIMTR1".
A1$	144	Master record "TIMT1A".
A3$	204	Master record "TIMTR2".
A4$	102	Master record "TIMT2A".
B$	18	Variable containing blanks.
C$	36	Control file record.
C1%	FP	Logical file number "TIMTR1".
C2%	FP	Logical file number "TIMT1A".
C3%	FP	Logical file number "TIMTR2".
C4%	FP	Logical file number "TIMT2A".
C5%	FP	Logical file number "PAYDIS".
C6%	FP	Logical file number "DEDERN".
D$	15	Master record "DEDERN".
D1$	6	Work variable.
E2	FP	End flag.
F1$	6	File name "TIMTR1".
F2$	6	File name "TIMT1A".
F3$	6	File name "TIMTR2".
F4$	6	File name "TIMT2A".
F5$	6	File name "PAYDIS".
F6$	6	File name "DEDERN".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I5	FP	See "POSIT".
I9$	11	Work variable.
K1$	10	Key for "TIMTR1", "TIMT1A".
K2$	10	Key for "TIMTR2", "TIMT2A".
K3$	14	Key for "PAYDIS".
K4$	10	Key for "DEDERN".

Symbol	Size (bytes)	Description/Use
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
O%	FP	See "ISAM".
P$	18	Master record "PAYDIS".
T$	268	Work variable.
T2$	306	Work variable.
V$	6	Work variable.
V1$	5	Work variable.
V2$	2	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

Symbol	Size (bytes)	Description/Use
A1$	1	Work variable.
A2$	1	Work variable.
A3$	1	Work variable.
A4$	1	Work variable.
A5$	1	Work variable.
A6$	1	Work variable.
A7$	1	Work variable.
B$	35	Variable containing blanks.
C1%	FP	Logical file number "MANTR1".
C2%	FP	Logical file number "MANT1A".
C3%	FP	Logical file number "MANTR2".
C4%	FP	Logical file number "MANT2A".
C5%	FP	Logical file number "EMPFIL".
C6%	FP	Logical file number "EMPFI2".
C7%	FP	Logical file number "DEDERN".
E1	FP	Work variable.
F1$	6	File name "MANTR1".
F2$	6	File name "MANT1A".
F3$	6	File name "MANTR2".
F4$	6	File name "MANT2A".
F5$	6	File name "EMPFIL".
F6$	6	File name "EMPFI2".
F7$	6	File name "DEDERN".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".

Symbol	Size (bytes)	Description/Use
I6$	36	See "INPUT".
I7	FP	See "MESAGE".
I7$	1	See "INPUT".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
L	FP	See "INPUT".
M	FP	See "INPUT".
M1	FP	See "MMENU".
M1$	30	See "MESAGE".
M2	FP	Work variable.
M2$	11	See "MESAGE".
M4$	25	See "MMENU".
M5$	36	See "MMENU".
N	FP	See "INPUT".
N1$	6	Program to chain to.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "WAIT".
Z8	FP	See "WAIT".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	130	Master record "MANTR1".
A1	FP	See "ANYCHG".
A1$	135	Master record "MANT1A".
A2	FP	See "ANYCHG".
A2$	216	Master record "MANTR2".
A4$	190	Master record "EMPFIL".
A5$	106	Master record "EMPFI2".
B$	35	Variable containing blanks.
C1%	FP	Logical file number "MANTR1".
C2%	FP	Logical file number "MANT1A".
C3%	FP	Logical file number "MANTR2".
C4%	FP	Logical file number "MANT2A".
C5%	FP	Logical file number "EMPFIL".
C6%	FP	Logical file number "EMPFI2".
C7%	FP	Logical file number "DEDERN".
D6	FP	Byte position of field in record.
E2	FP	End flag.
F1$	6	File name "MANTR1".
2$	6	File name "MANT1A".
F3$	6	File name "MANTR2".
F4$	6	File name "MANT2A".
F5$	6	File name "EMPFIL".
F6$	6	File name "EMPFI2".
F7$	6	File name "DEDERN".
I	FP	Index in FOR loops.
O1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J1	FP	Variable used as a subscript.
K	FP	Index in FOR loops.
K$	6	Key for "MANTR1", "MANT1A", "MANTR2", "MANT2A", "EMPFIL", "EMPFI2".
K1	FP	Index in FOR loops.
K1$	3	String variable holding "TRX".
K2$	6	String variable used to hold previous K$.
K7$	2	Key for "DEDERN".
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	265	Work variable.
M1	FP	See "MMENU".
M1$	50	See "MESAGE".
M2$	11	See "MESAGE".
M3$	6	Work variable.
M6$	296	Work variable.
M7$	15	Master record "DEDERN".
M8$	324	Work variable.
M9$	265	Work variable.
N	FP	See "INPUT".
N1	FP	Number of tags on screen.
N1$	6	Program to chain to.

Symbol	Size (bytes)	Description/Use
O%	FP	See "ISAM".
P2$	6	Work variable used to hold date default.
R9$	1	See "INPUT".
T$	10	Variable used to calculate and hold net pay.
T9$	26	String variable holding tags displayed on screen.
V$	1	Work variable.
V1$	8	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	130	Master record "MANTR1".
A1	FP	See "ANYCHG".
A1$	135	Master record "MANT1A".
A2	FP	See "ANYCHG".
A2$	216	Master record "MANTR2".
A3$	108	Master record "MANT2A".
A5	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C1%	FP	Logical file number "MANTR1".
C2%	FP	Logical file number "MANT1A".
C3%	FP	Logical file number "MANTR2".
C4%	FP	Logical file number "MANT2A".
C5%	FP	Logical file number "EMPFIL".
D6	FP	See "INPUT".
E2	FP	End flag.
F2$	6	File name "MANTR1".
F1$	6	File name "MANT1A".
F3$	6	File name "MANTR2".
F4$	6	File name "MANT2A".
F5$	6	File name "EMPFIL".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".

Symbol	Size (bytes)	Description/Use
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	Work variable.
K	FP	Index in FOR loops.
K$	6	Key for "MANTR1", "MANT1A", "EMPFIL", "MANTR2", "MANT2A".
K1	FP	Index in FOR loops.
L	FP	See "INPUT".
L1	FP	Work variable.
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	265	Work variable.
M1$	50	See "MESAGE".
M2$	11	See "MESAGE".
M6$	190	Master record "EMPFIL".
M8$	324	Work variable.
N	FP	See "INPUT".
N1	FP	Number of tags on screen.
O%	FP	See "ISAM".
R9$	1	See "INPUT".
S	FP	In changing a field - flag to control the display of distribution totals so as not to display and then immediately redisplay.
T$	10	Variable to hold the total hours or percents of the regular hours distribution.
T1$	10	Variable to hold the total hours of the overtime hours distribution.
T9$	63	String variable holding tags displayed on screen.
V$	1	Work variable.
V1$	2	Work variable.
V2$	6	Work variable.

Symbol	Size (bytes)	Description/Use
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	130	Master record "MANTR1".
A1$	135	Master record "MANT1A".
A2$	216	Master record "MANTR2".
A3$	108	Master record "MANT2A".
A4$	190	Master record "EMPFIL".
A5$	106	Master record "EMPFI2".
A6$	209	Master record "EMPFI3".
B$	40	Variable containing blanks.
C1%	FP	Logical file number "MANTR1".
C2%	FP	Logical file number "MANT1A".
C3%	FP	Logical file number "MANTR2".
C4%	FP	Logical file number "MANT2A".
C5%	FP	Logical file number "EMPFIL".
C6%	FP	Logical file number "EMPFI2".
C7%	FP	Logical file number "EMPFI3", "DEDERN".
D$	35	See "PDISP".
D6	FP	Byte position of field in record.
E2	FP	End flag.
F1$	6	File name "MANTR1".
F2$	6	File name "MANT1A".
F3$	6	File name "MANTR2".
F4$	6	File name "MANT2A".
F5$	6	File name "EMPFIL".
F6$	6	File name "EMPFI2".
F7$	6	File name "DEDERN".
F8$	6	File name "EMPFI3".
H1$	1	See "PRINT".
H2$	1	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR loops.

Symbol	Size (bytes)	Description/Use
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	36	See "PDISP".
I7	FP	See "INPUT".
I8$	10	Work variable.
I9$	35	Work variable.
J	FP	See "PDISP".
J1	FP	Work variable used as subscript.
J2	FP	Work variable used as subscript.
J3	FP	Work variable used as subscript.
J4	FP	Work variable used as subscript.
K$	6	Key for "MANTR1", "MANT1A", "EMPFIL", "EMPFI2", "EMPFI3", "MANTR2", "MANT2A".
K1	FP	Variable to hold the number of the next line of regular hours of distribution to be printed for a particular transaction.
K2	FP	Variable to hold the number of the next line of overtime hours distribution to be printed for a particular transaction.
K2$	6	Used to hold last value of K$.
K7$	2	Key for "DEDERN".
L	FP	See "PDISP".
L1%	FP	See "ISAM".
L1$	40	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
M$	265	Work variable.
M6$	505	Work variable.
M7$	15	Master record "DEDERN".
M8$	324	Work variable.
M9$	1	Work variable.
N	FP	See "PDISP".
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	55	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PDISP".
P5$	135	Work variable used to concatenate.
P6	FP	See "PDISP".
R	FP	Flag to indicate when to add 1 to P2 so as to keep the first two lines of a transaction from being split between two pages, R = 0 is add 1, R = 1 is do not add 1.
T	FP	Variable to hold total number of entries.
T$	10	Work variable.
T1$	10	Work variable.
V$	6	Work variable.
V1$	4	Work variable.
V2$	2	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A$	130	Master record "MANTR1".
A1$	135	Master record "MANT1A".
B$	35	Variable containing blanks.
C1%	FP	Logical file number "MANTR1".
C2%	FP	Logical file number "MANT1A".
C5%	FP	Logical file number "EMPFIL".
C6%	FP	Logical file number "PAYHIS".
C7%	FP	Logical file number "EMPNAM".
D6	FP	Byte position of field in record.
E$	190	Master record "EMPFIL".
E2	FP	End flag.
F1$	6	File name "MANTR1".
F2$	6	File name "MANT1A".
F5$	6	File name "EMPFIL".
F6$	6	File name "PAYHIS".
F7$	6	File name "EMPNAM".
H$	68	Master record "PAYHIS".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	See "INPUT".
I4	FP	Used to hold subscript value.
I5	FP	See "POSIT".
I9$	30	Work variable.
K1$	6	Key for "MANTR1", "MANT1A".
K2$	4	Key for "EMPFIL".
K3$	17	Key for "PAYHIS".
K4$	4	Key for "EMPNAM".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
M%	FP	See "ISAM".
M$	265	Work variable.
N$	37	Master record "EMPNAM".
O%	FP	See "ISAM".
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

Symbol	Size (bytes)	Description/Use
A$	130	Master record "MANTR1".
A1$	135	Master record "MANT1A".
A2$	216	Master record "MANTR2".
A3$	108	Master record "MANT2A".
B$	18	Variable containing blanks.
C$	36	Control file record.
C1%	FP	Logical file number "MANTR1".
C2%	FP	Logical file number "MANT1A".
C3%	FP	Logical file number "MANTR2".
C4%	FP	Logical file number "MANT2A".
C6%	FP	Logical file number "PAYDIS".
C7%	FP	Logical file number "DEDERN".
D$	15	Master record "DEDERN".
S1$	6	String variable holding date.
E2	FP	End flag.
F1$	6	File name "MANTR1".
F2$	6	File name "MANT1A".
F3$	6	File name "MANTR2".
F4$	6	File name "MANT2A".
F4$	6	File name "PAYDIS".
F7$	6	File name "DEDERN".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I5	FP	See "POSIT".
I9$	11	Work variable.
K1$	6	Key for "MANTR1", "MANT1A".
K2$	6	Key for "MANTR2", "MANT2A".
K3$	14	Key for "PAYDIS".
K4$	2	Key for "DEDERN".

Symbol	Size (bytes)	Description/Use
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
M$	265	Work variable.
M8$	324	Work variable.
O%	FP	See "ISAM".
P$	18	Master record "PAYDIS".
V$	7	Work variable.
V1$	5	Work variable.
V2$	2	Work variable.
V3$	4	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

Symbol	Size (bytes)	Description/Use
A$	10	Saves last account number.
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	String variable containing blanks.
C1%	FP	Logical file number for "PAYDIS".
D$	35	See "PRINT".
D1$	10	Flag indicating if report is to be printed.
D2$	10	Flag indicating if purge is to be done.
D3$	10	Starting date.
D4$	10	Ending date.
D6	FP	Starting position of field in record.
D8$	12	String variable containing dashes.
E2	FP	End flag.
F1$	10	File name "PAYDIS".
H1$	48	See "PRINT".
H2$	48	See "PRINT".
H3$	1	See "PRINT".
I	FP	Used as index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	Length of field in record.
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
K$	10	Work variable.
K1$	14	Key for Payroll Distribution file.
K2$	1	Work variable.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L1$	43	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	35	See "PDISP".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	Index in FOR loops.
O%	FP	See "ISAM".
P$	18	Payroll Distribution file record.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	53	See "PRINT".
P4	FP	See "PRINT".
P5	FP	Starting position of Print field.
P6	FP	Length of Print field.

Symbol	Size (bytes)	Description/Use
P8$	10	Holds last category type.
P9$	140	Emulated array (10 x 14) holding category headings.
R9$	1	See "INPUT".
T1$	11	Debit total for an account.
T2$	11	Credit total for an account.
T3$	11	Grand total of debits.
T4$	11	Grand total of credits.
T9$	17	Holds tags displayed on screen.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	22	Work variable.
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
D1$	6	Starting date of employees to be printed or purged.
D2$	6	Ending date of employees to be printed or purged.
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
L	FP	See "INPUT".
M	FP	See "INPUT".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	Index in FOR loops.
O%	FP	See "DISPLY".
P$	1	Yes/No answer to purge option.
R$	1	Yes/No answer to print option.
R9$	1	See "INPUT".
S2$	4	Starting employee number.
S3$	4	Ending employee number.
W1	FP	See "WAIT".

Symbol	Size (bytes)	Description/Use
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "WAIT".
Z8	FP	See "WAIT".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	22	Work variable.
A1	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C1%	FP	Logical file number for "EMPNAM".
C2%	FP	Logical file number for "PAYHIS".
D$	35	See "PRINT".
D1$	6	Starting date of employee's to be printed or purged.
D2$	6	Ending date of employee's to be printed or purged.
D3$	10	Work variable.
D4$	10	Work variable.
D6	FP	See "INPUT".
E2	FP	End flag.
F1$	10	Employee Name file name.
F2$	10	Payroll History file name.
H$	68	History file master record.
H1$	125	See "PRINT".
H2$	125	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I3$	70	See "INPUT".
I5	FP	See "POSIT".
I6$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "PRINT".
K1$	4	Key for name file.
K2$	17	History file key.

Symbol	Size (bytes)	Description/Use
K3$	10	Saving string for purposes of control breaks on employees.
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L1$	121	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
N	FP	Index in FOR loops.
N$	37	Employee Name file master record.
O%	FP	See "ISAM".
P$	1	Yes/No answer to purge option.
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	43	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
P7	FP	Count of checks for an employee.
P8	FP	Grand total count for all checks.
P9	FP	Count of number of employees.
R0$	11	Employee subtotal of Gross Pay.
R$	1	Yes/No to report print option.
R1$	10	Employee subtotal of FICA.
R2$	10	Employee subtotal of Federal Withholding Tax.

Symbol	Size (bytes)	Description/Use
R3$	10	Employee subtotal of Other State Tax.
R4$	10	Total voluntary deductions.
R5$	10	Subtotal by employee for next pay.
R6$	10	Employee subtotal of number of weeks worked.
R7$	11	Employee subtotal of taxable gross.
R8$	10	Employee subtotal of State Withholding Tax.
R9$	10	Employee subtotal of City Withholding Tax.
S2$	4	Starting employee number.
S3$	4	Ending employee number.
T0$	12	Total all gross.
T1$	10	Grand total FICA.
T2$	10	Grand total Federal Withholding Tax.
T3$	10	Grand total Other State Tax.
T4$	10	Grand total voluntary deductions.
T5$	10	Grand total net pay.
T6$	10	Grand total weeks worked.
T7$	12	Grand total taxable gross.
T8$	10	Grand total State Withholding Tax.
T9$	10	Grand total City Withholding Tax.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A$	12	Work variable.
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
E1$	6	Ending date.
I	FP	See "INPUT".
I1	FP	See "INPUT".
I2	FP	See "ANYCHG".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "PRINT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
L	FP	See "INPUT".
M	FP	See "INPUT".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	Index in FOR loops.
O%	FP	See "DISPLY".
R9$	1	See "INPUT".
S1$	6	Starting date.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	12	Work variable.
B$	35	Variable containing blanks.
C1%	FP	Logical file number for "EMPFIL".
D$	35	See "PRINT".
E$	190	Master record for "EMPFIL".
E1$	6	Ending date.
E2	FP	End flag.
E2$	10	Work variable.
F1$	6	File name "EMPFIL".
H1$	131	See "PRINT".
H2$	131	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I5	FP	See "POSIT".
I6$	FP	See "PDISP".
I9$	35	See "PDISP".
J	FP	See "PRINT".
K1$	4	Employee file key.
L	FP	See "PRINT".
L1%	FP	See "ISAM".
L1$	37	See "PRINT".
L2$	67	See "PRINT".
L3$	42	See "PRINT".
L4$	108	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".
L7	FP	See "PRINT".
L8	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	35	See "PDISP".
N	FP	See "PDISP".
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	See "PRINT".
P3$	25	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
R$	10	Contains review date.
S1$	6	Starting date.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z1%	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
A$	190	Master record for "EMPFIL".
A2$	209	Master record for "EMPFI3".
B$	35	Variable containing blanks.
C1%	FP	Logical file number for "EMPFIL".
C2%	FP	Logical file number for "EMPFI3".
D$	35	See "PDISP".
D6	FP	Starting position of field in record.
E2	FP	End flag.
F1$	6	File name "EMPFIL".
F2$	6	File name "EMPFI3".
H1$	125	See "PRINT".
H2$	124	See "PRINT".
H3$	123	See "PRINT".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	Length of field in record.
I5	FP	See "POSIT".
I6$	35	See "PDISP".
I9$	10	Work variable.
J	FP	See "PDISP".
K1$	4	Employee file key.
L	FP	See "PRINT".
L1%	FP	See "ISAM".
L1$	40	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	1	See "PRINT".
L4$	1	See "PRINT".
L5$	1	See "PRINT".
L6	FP	See "PRINT".

Symbol	Size (bytes)	Description/Use
L7	FP	See "PRINT".
L8	FP	See "PRINT".
L9	FP	See "PRINT".
M%	FP	See "ISAM".
M$	35	See "PRINT".
N	FP	See "PDISP".
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3	FP	See "PRINT".
P3$	55	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
T1$	90	Emulated array (9 x 10) holding table.
T2$	2	Work variable.
T3$	10	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".

Symbol	Size (bytes)	Description/Use
A$	190	Master record "EMPFIL".
A1	FP	See "ANYCHG".
A1$	106	Master record "EMPFI2".
A2	FP	See "ANYCHG".
A2$	209	Master record "EMPFI3".
B$	35	Variable containing blanks.
B1$	10	Variable containing 10 blanks.
C%	FP	Logical file number "EMPFIL".
C1%	FP	Logical file number "EMPFI2".
C2%	FP	Logical file number "EMPFI3".
C7$	35	Variable used to read Payroll Control File.
C8$	19	Work variable.
C9$	42	Work variable.
D$	35	See "PDISP".
D1$	8	Variable holding formatted quarter ending date.
D6	FP	Byte position of field in record.
E2	FP	End flag.
F$	6	File name "EMPFIL".
F1$	6	File name "EMPFI2".
F2$	6	File name "EMPFI3".
H1$	88	See "PRINT".
H2$	91	See "PRINT".
H3$	1	See "PRINT".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".

Symbol	Size (bytes)	Description/Use
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "INPUT".
J1	FP	Work varible used as subscript.
J2	FP	Work varible used as subscript.
J3	FP	Work varible used as subscript.
J4	FP	Work varible used as subscript.
J5	FP	Work varible used as subscript.
J6	FP	Work varible used as subscript.
K$	4	Key for "EMPFIL", "EMPFI2", "EMPFI3".
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L1$	31	See "PRINT".
L2%	FP	See "ISAM".
L2$	1	See "PRINT".
L3$	25	See "PRINT".
L4$	25	See "PRINT".
L5$	39	See "PRINT".
L6	FP	See "PRINT".
L6$	39	Variable to hold sixth legend line.
L7	FP	See "PRINT".
L7$	39	Variable to hold seventh legend line.
L8	FP	See "PRINT".
L8$	39	Variable to hold eighth legend line.
L9	FP	See "PRINT".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	505	Work variable.
M1$	35	See "MESAGE".

Symbol	Size (bytes)	Description/Use
M2$	11	Work variable.
N	FP	See "INPUT".
O%	FP	See "ISAM".
P1	FP	See "PRINT".
P1$	132	See "PRINT".
P2	FP	See "PRINT".
P2$	132	See "PRINT".
P3$	47	See "PRINT".
P4	FP	See "PRINT".
P5	FP	See "PRINT".
P6	FP	See "PRINT".
R9$	1	See "INPUT".
T	FP	Variable to hold total number of employees.
T$	105	Variable to hold totals for summary.
U$	28	Variable used to hold maximum limits for FICA, FWT, and SWT.
V$	5	Work variable.
V1$	2	Work variable.
V2$	5	Work variable.
V3$	8	Work variable.
V4$	7	Work variable.
V5$	7	Work variable.
V6$	10	Work variable.
V7$	6	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
X$	12	Variable used to hold employer FICA liability.
X1$	12	Variable used to hold employee FICA withheld.
Z1%	FP	See "PRINT".
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	See "INPUT".
D$	35	See "PDISP".
D1	FP	Work variable.
D2	FP	Work variable.
D6	FP	Position of field in record.
I	FP	See "INPUT".
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
J	FP	See "PRINT".
K	FP	Index in FOR loops.
K1$	15	See "STENO".
L	FP	See "INPUT".
M	FP	See "INPUT".
M$	35	See "PDISP".
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
O%	FP	See "ISAM".
P1$	132	See "PRINT".

Symbol	Size (bytes)	Description/Use
P2$	132	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
R9$	1	See "INPUT".
S1	FP	See "STENO".
S2$	4	See "STENO".
S3$	4	See "STENO".
V$	1	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Z$	30	String filled with "X's".

Symbol	Size (bytes)	Description/Use
A$	190	Master record "EMPFIL".
A1$	106	Master record "EMPFI2".
A2$	209	Master record "EMPFI3".
B$	35	String variable containing blanks.
C%	FP	Logical file number "EMPFIL".
C$	123	String variable to hold payroll control file information.
C1$	35	String to hold a control file record.
C2%	FP	Logical file number "EMPFI2".
C3%	FP	Logical file number "EMPFI3".
D$	35	See "PDISP".
D6	FP	Byte position of field in record.
E2	FP	End flag.
F$	6	File name "EMPFIL".
F2$	6	File name "EMPFI2".
F3$	6	File name "EMPFI3".
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "POSIT".
I3	FP	Length of field in record.
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	36	See "INPUT".
I9$	36	See "INPUT".
J	FP	See "PRINT".
K	FP	Index in FOR loops.
K$	4	Key for "EMPFIL", "EMPFI2", "EMPFI3".

Symbol	Size (bytes)	Description/Use
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	505	Work variable.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".
O	FP	Work variable.
O%	FP	See "ISAM".
O1	FP	Work variable.
P1$	132	See "PRINT".
P2$	132	See "PRINT".
P5	FP	See "PDISP".
P6	FP	See "PDISP".
Q	FP	Flag to indicate if 41 W-2 forms have been printed. Q = 0 is no, Q = 1 is yes.
R	FP	Flag to indicate if first record was formed. R = 0 is yes, R = 1 is no.
R9$	1	See "INPUT".
S2$	4	See "STENO".
S3$	4	See "STENO".
T$	40	String variable for holding subtotals.
V$	1	Variable to control print. " " means don't print, "P" means print, "N" where N is a number means to print then advance that many lines.
V1$	5	Work variable.
V2$	2	Work variable.
V3$	7	Work variable.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Y	FP	Index in FOR loops.

Symbol	Size (bytes)	Description/Use
Z	FP	Index in FOR loops.
Z1	FP	Flag to skip "PDISP" routine in special cases. Z1 = 0 is no, Z1 = 1 is yes.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "DISPLY".

Symbol	Size (bytes)	Description/Use
A$	190	Master record "EMPFIL".
A1$	106	Master record "EMPFI2".
A2$	209	Master record "EMPFI3".
C%	FP	Logical file number "EMPFIL".
C1%	FP	Logical file number "EMPFI2".
C2%	FP	Logical file number "EMPFI3".
E2	FP	End flag.
F$	6	File name "EMPFIL".
F1$	6	File name "EMPFI2".
F2$	6	File name "EMPFI3".
I6$	2	Work variable.
K$	4	Key for "EMPFIL", "EMPFI2", "EMPFI3".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M%	FP	See "ISAM".
O1%	FP	See "ISAM".

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Variable containing blanks.
C1%	FP	Logical file number "EMPFI3".
E$	209	Master record "EMPFI3".
E1	FP	End flag.
E2	FP	End flag.
F1$	10	File name "EMPFI3".
I	FP	Index in FOR loops.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	35	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K1$	4	Key for "EMPFI3".
L	FP	See "INPUT".
L1%	FP	See "ISAM".
L2%	FP	See "ISAM".
M	FP	See "INPUT".
M%	FP	See "ISAM".
M$	10	Flag indicating whether to clear month-to-date.
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
N	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
O%	FP	See "ISAM".
P	FP	Fatal error flag.
Q$	10	Flag indicating whether to clear quarter-to-date.
R9$	1	See "INPUT".
T9$	20	Holds tags displayed on screen.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
Y$	10	Flag indicating whether to clear year-to-date.

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
A2	FP	See "ANYCHG".
B$	35	Contains blanks.
D6	FP	See "INPUT".
E1	FP	End flag. If equal to 1 then go to END routine.
E2	FP	End flag.
I	FP	Index in FOR loops.
I1	FP	See "POSIT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5	FP	See "POSIT".
I5$	5	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
I7$	1	See "MESAGE".
I8$	35	See "INPUT".
I9$	35	See "INPUT".
K	FP	Index in FOR loops.
K1$	15	Variable containing "CONTROL RECORD".
L	FP	Length
M	FP	See "INPUT".
M$	360	Record holding variable.
M1	FP	Selection code. (See "MMENU").
M1$	30	See "MESAGE".
M2$	11	See "MESAGE".
M3$	15	Variable containing the name of what type of thing is being maintained.
M4$	23	See "MMENU".

Symbol	Size (bytes)	Description/Use
M5$	33	Title at top of screen. Used in "MMENU".
M6$	35	Record holding variable.
M7$	10	Work variable.
N	FP	Index in FOR loop.
N1	FP	Number of tags on first screen.
N1$	10	Program name to chain to.
O%	FP	See "DISPLY" and "ISAM".
R9$	1	See "INPUT".
S$	10	String to hold distribution code.
S1	FP	Index for data entry loop. Indicates number of first screen item depending on the screen.
S2	FP	Index for data entry input loop. Indicates last screen item depending on the number of screens. Also used as an error switch.
S3	FP	Error flag. When on GOTO input again.
T9$	17	Variable to hold screen tags.
W1	FP	See "WAIT".
W2$	36	See "WAIT".
W3$	10	See "WAIT".
X	FP	Variable to hold column position.
Z7	FP	See "MESAGE".
Z8	FP	See "MESAGE".
Z9	FP	See "MESAGE".

SYMBOL TABLE

D-BASIC
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P / R

PRINIT
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Symbol	Size (bytes)	Description/Use
A1	FP (21)	Contains counts.
A2	FP (16)	Work variable for growth calculation.
A3	FP (16)	Work variable for growth calculation.
B$	50	Contains blanks.
B1	FP (21)	Work variable for growth calculation.
B2	FP	Work variable.
B2$	35	Contains blanks.
B3	FP (8)	Work variable.
C	FP	Customer count.
D1	FP (21)	Contains blocks required for data.
D3	FP (8)	Rounded - blocks required.
E	FP	Error flag.
E9	FP	ERR code.
F$	126	Array of file names.
F1	FP (21)	Contains blocks required for keys.
F1$	6	File name.
F2	FP (21)	Work variable.
F3	FP	Beginning POS of file name and work area.
F4	FP	Ending POS of file name.
G	FP	Growth percentage.
I	FP	Index for loops.
I1	FP	Column.
I2	FP	Row.
I3	FP	Work variable.
I5	FP	Work variable.
I6	FP	% of block required by key, also Numeric value of input counts.
I6$	7	Input item.
I7	FP	5 of block required by data.
I8$	50	Contains dots.
J	FP	Index for loops.

Symbol	Size (bytes)	Description/Use
K	FP (21)	Key size.
L	FP	Length of fields.
L2	FP	Used in centering company name.
M1	FP	Type of activity from menu.
M1$	4	Input area for menu questions.
M9$	37	Contains correction question.
N$	250	Company name data and submenu.
N2$	50	company name input line and submenu.
Q	FP	Index for loop.
R	FP (21)	Record size.
S1	FP (8)	Number of sides required.
T	FP	Transaction count.
Y	FP	Work variable.
Y$	1	Input "Y" or "N".

SYMBOL TABLE

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P / R

BACKUP
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Symbol	Size (bytes)	Description/Use
A$	12	Work variable.
B$	12	Work variable.
C$	12	Variable holding date.
I$	4	Work variable.

Symbol	Size (bytes)	Description/Use
C%	I	Logical file number.
E	FP	Contains ERR.
E2	FP	Return error code.
F$	Max 10	File name
K$	Max 24	Key area.
L1%	I	Disk unit "ISAM" data file.
L2%	I	Disk unit "ISAM" index file.
M%	I	Mode for open and close.
M$	Max 255	Data area.
O%	I	Option : See below.

OPTIONS:

1. Add a record.
2. Read a record.
3. Re-write a record.
4. Delete a record.
5. Read next sequential record.
6. Close "ISAM" file pair.
7. Read 1st record in file.
8. Open "ISAM" file pair.

Symbol	Size (bytes)	Description/Use
I5	FP	See "POSITION".
I9$	35	Used temporarily for editing.
O%	FP	Option - 0 = 1 is Edit Date field, 0 = 2 is Edit and Print a Dollar field, 0 = 3 is Edit a number field.
Z9	FP	Numeric variable of field to be edited.

Symbol	Size (bytes)	Description/Use
A1	FP	See "ANYCHG".
B$	35	Contains blanks.
I1	FP	See "INPUT".
I2	FP	See "INPUT".
I3	FP	See "INPUT".
I4	FP	See "INPUT".
I5$	2	See "INPUT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
K1$	FP	Name of field to be entered.
L	FP	See "INPUT".
S1	FP	As incoming code, S1 = 0 is Alphanumeric fields, S1 = 1 is Numeric fields. As return code S1 = 0 is normal return, S1 = 1 means "END" typed.
S2$	Varies	Starting number.
S3$	10	Ending number.

Symbol	Size (bytes)	Description/Use
A1	FP	Option and Return code - incoming A1 = 2 means skip the "WHAT # ?" logic, outgoing A1 = 0 means "N" typed to "ANYCHG ?", A1 = 1 means "Y" typed.
A2	FP	Number of field to be changed.
I2	FP	See "POSITION".
I6$	Varies	Holds the number input after "WHAT ?" question.
I7	FP	See "INPUT".

Symbol	Size (bytes)	Description/Use
D$	13	Variable in which edited result is put.
D6	FP	Starting position of field in master record.
I3	FP	Length of field in master record.
I6$	36	Temporary work variable.
I9$	35	Work variable.
J	FP	Position of blank in I9$.
L	FP	Length of field.
N	FP	Flag indicating a negative field is being edited.
P5	FP	Starting position of field in print line.
P6	FP	Length of print field.
M$	Varies	Master record corrently being formatted for print.
O%	I	Option for type of field. 1 dollar field, 2 numeric field.
P2$	132	Print line.

Symbol	Size (bytes)	Description/Use
B$	35	Variable containing blanks.
H1$	Varies	Heading line #1.
H2$	Varies	Heading line #2.
H3$	Varies	Heading line #3.
H4$	Varies	Heading line #4.
J	FP	Index in FOR loop.
L1$	Varies	Legend line #1.
L2$	Varies	Legend line #2.
L3$	Varies	Legend line #3.
L4$	Varies	Legend line #4.
L5$	Varies	Legend line #5.
L6	FP	Flag for extra line feeds.
L7	FP	Flag for extra line feeds.
L8	FP	Flag for extra line feeds.
P1	FP	Starting column of report title.
P1$	132	Top line of report.
P2	FP	Line counter.
P2$	132	Detail print line, also, print line where date to be printed is loaded.
P3$	Varies	The report title.
P4	FP	Page counter.
Z1%	I	Flag for 1st time legend print.

Symbol	Size (bytes)	Description/Use
W1	FP	Wait option - W1 = 1 is clear the screen and print "PROCESSING OCCURRING...PLEASE WAIT". W1 = 2 is "PRINTING OCCURRING...PLEASE WAIT", W1 = 3 is the same as option 1 but clear from 2nd line, W1 = 4 is print "PLEASE WAIT ..." on the bottom line.
W2$	36	Holds part of a "WAIT" message.
W3$	10	Holds part of a "WAIT" message. ("PROCESSING").

Symbol	Size (bytes)	Description/Use
E1	DP	End program flag.
I1	FP	See "POSIT".
I6$	36	See "INPUT".
I7	FP	See "INPUT".
M1	FP	Selection code - M1 = 1 is ADD mode, M1 = 2 is CHANGE/INQUIRE mode, M1 = 3 is DELETE mode, M1 = 4 is PRINT mode, M1 = 5 is an alpha list for a master maintenance module and posting option for a transaction entry module.
M3$	FP	Contains description of file maintenance item, i.e. "CUSTOMER", "SALESMAN", etc.
M4$	24	Holds mode to be displayed at top of screen. ("Add CHANGE, INQUIRE, DELETE").
M5$	FP	Title of application to display at top of screen.
S2$	FP	Contains "WAIT" message for chaining to print module.
W2$	FP	See "WAIT".
W3$	FP	See "WAIT".

Symbol	Size (bytes)	Description/Use
B$	35	String containing blanks.
I1	FP	Row on which data will be input.
I2	FP	Column on which data will be input.
I3	FP	Maximum size of field.
I4	FP	Minimum size of field.
I5	FP	See "POSITION".
I5$	2	Type of field - "A" = Alphanumeric, "#" = Numeric, "N" = Numeric without default to 0, "YN" = Yes/No field that defaults to "N", "YY" = Yes/No field that defaults to "Y", "?E" = field that accepts "END", "$" = Dollar field, "?-" = field accepts minus sign.
I6$	36	String into which data is input.
I7	FP	Return code - normally 17 = 1 means abort ("ESC" typed), 17 = 2 means "END" typed. In a "Y?" field 17 = 1 means "Y" and 17 = 2 means "N".
I8$	35	String containing all dots.
I9$	35	Work string variable used for editing. Also used outside "INPUT" for temporary variable and string arithmetic.
L	FP	Length of data input.
M	FP	Flag indicating "-" entered in numeric field.
M1$	30	See "MESAGE".
N	FP	Number of digits (counting "-") in numeric field.
O%	FP	See "DISPLY".
R9$	1	Character for "RESTART" (Code/Cancel).
I	FP	Temporary work field (Pos & for next loops).